

HORRY COUNTY RECORDS RETENTION

3230 Highway 319, PO Box 2195
Conway, South Carolina 29528-2195
Phone: 843-915-5420

NOTICE OF INTENT TO DESTROY RECORDS

To:

From: Records Manager

Based on the approved retention schedule, the below listed Records may now be removed from Storage/Files and disposed of:

Box #	Records Title and Records Description w/inclusive dates	Retention Schedule Number	Schedule Destruct Date	Shelf Number

DISPOSAL AUTHORIZATION: Disposal of the above listed records is authorized. Any deletions or modifications are indicated in **RED** and initialed by me. (Return this form to the Records Retention Department.)

Division/Department Head

Date

Records Manager

Date

DISPOSAL CERTIFICATE: The records listed above have been disposed in the manner and on the date show below. Please note the date destroyed on your copy of the Records Transmittal and Receipt Form.

Method of Disposition: _____

Date: _____ **By:** _____