
RECORDS SCHEDULING REQUEST TEMPORARY RECORDS

Complete this page for each temporary record item.

19. CUT-OFF INSTRUCTIONS *(Specify Action (e.g., annually, when approved, when closed, fiscal year-end))*

20. TEMPORARY RETENTION PERIOD *(Select one)*

- Destroy immediately after _____
- Destroy _____ year(s) after _____
- Destroy _____ year(s) and _____ month(s) after _____
- Destroy when no longer needed
- Destroy between _____ year(s) and _____ year(s) after _____
- Destroy no sooner than _____ year(s) after _____ but longer retention is authorized
- Destroy no later than _____ year(s) after _____
- Destroy _____ year(s) after _____ or when _____ occurs, whichever is _____
- Destroy _____ year(s) after _____ or _____ year(s) after _____ occurs, whichever is _____
- Other

21. GAO APPROVAL *(Select one)*

- Not Required Required But Not Received Required and Received
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22. REVISION NOTE