|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Administrative Unit |  | | |  |  | |
|  |  | | |  |  | |
| Description summary of the documents | | Years | Retention Rule | | |
|  | |  |  | | |
|  | |  |  | | |
|  | |  |  | | |
|  | |  |  | | |
|  | |  |  | | |
|  | |  |  | | |
|  | |  |  | | |
|  | |  |  | | |
|  | |  |  | | |
|  | |  |  | | |
|  | |  |  | | |
|  | |  |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Number |  |  |

|  |  |
| --- | --- |
| Method of Disposal |  |

I authorize the disposal of this confidential information in accordance with Dawson's retention schedule.

|  |  |
| --- | --- |
| Manager’s Name |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |

The original signed form is to be sent to Corporate Affairs in room 4B.4