

## Destruction Form for Institutional or Administrative Records

This form lists records that were destroyed following the required approval of the EMBL Archive.

- Institutional records
- Administrative records

Required Approvals	
Signature:  Name:  Department:  Date:	Signature:  Name:  Department: EMBL Archive  Date:

Supervision of Destruction
Signature:  Name:  Date:

Additional notes:

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Initials (if applicable): \_\_\_\_\_

Two identical originals of this form are to be made: one will be kept by the department, and one by the EMBL Archive. It is the responsibility of the department, not the EMBL Archive, to supervise and record the destruction of the records listed below and document it on their version of this form.



Description of Records to be Destroyed	Date Range of Records Destroyed	Extent of Records Destroyed