

**Form 37**

**Records Access Revision and Destruction Log**

Do not destroy permanent records or records subject to a legal or safeguarding hold.

Record class and date range

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Requested access correction transfer or destruction

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Authority and retention requirement

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Confidentiality and hold review

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Approving person and signature

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Method date and responsible person

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Permanent originals or backups retained

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Custodian certification and log reference

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Record reference \_\_\_\_\_ Attachments \_\_\_\_\_