STATE OF CALIFORNIA

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS SERVICE

STATE RECORDS SPECIAL AUTHORIZATION

GS 50 (REV 12/87)

FOR INSTRUCTIONS, PLEASE SEE REVERSE

CHECK APPROPRIATE BOX:

☐ RECORD CENTER ☐ VAULT

☐ APPROVAL FROM RECEIVING AGENCY ATTACHED

DEPARTMENT

UNIT

TRANSFER LIST NO.	INDICATE BOX/SHELF	LOCATION NUMBERS	DISPOSITION					COMMENTS/NEW DATE OR AGENCY
			DESTROY	RETURN	NEW DATE	TRANSFER TO	CONFIDENTIAL	

PLEASE REMEMBER TO DESIGNATE ANY RECORDS WHICH MUST RECEIVE CONFIDENTIAL AND/OR WITNESSED DESTRUCTION

PREPARED BY	NAME (TYPED)	TITLE	DATE
▶			

I HEREBY CERTIFY THAT I AM AUTHORIZED TO ACT FOR THE HEAD OF THIS AGENCY IN MATTERS PERTAINING TO THE DISPOSAL OF RECORDS

SIGNATURE	NAME (TYPED)	TITLE	DATE
▶			