Bathurst Diocese
SHARING JESUS FOR LIFE

Destruction Authorisation List

Completed forms to be forwarded to: archives@bathurstanglican.org.au

Office Location:	
Contact Person:	
Phone:	
Email:	

PLEASE READ CAREFULLY AND SIGN BELOW

1. This is an accurate list of records being destroyed using the approved Disposal and Retention Authority for the Diocese.
2. Records have been reviewed by Registrar or Rector and Wardens ensuring records now due for destruction.

Signed: **Date**

Signed: **Date**

3. Reviewed and Authorised by Registrar or Delegate.

Signed: **Date**

4. Name of person, date and details of destruction (secure destruction / bin / shredded / deleted).

Record Title / Series	**Date Range** (date opened and closed)	**Retention Schedule Number**	**Reviewed & Authorised**	**Notes**