

STATE EDUCATION DEPARTMENT
 NEW YORK STATE ARCHIVES
RETENTION AND DISPOSITION SCHEDULE
 REC-4

INSTRUCTIONS: Complete one form for each program unit. List series title and recommended and/or approved retention and disposition for all records series in the program unit.

AGENCY		PROGRAM UNIT
AGENCY NUMBER (8 character limit)	DISPOSITION AUTHORIZATION NUMBER	SERIES TITLE
		RECOMMENDED RETENTION AND DISPOSITION
AGENCY NUMBER (8 character limit)	DISPOSITION AUTHORIZATION NUMBER	SERIES TITLE
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