

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.

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