

Department: R-D, Kelowna

File Title:

File Owner:

Contents:

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**Specific Instructions:**

Can this file be destroyed/microfilmed/copied without legal consent? Yes/No

Archive? Yes/No

- Store on site/off site?

- When?

Microfilm? Yes/No

When?

Destroy? Yes/No

- When?

- Confidential shredding? Yes/No

Completed by ..... Date .....

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