

RECORDS DISPOSAL REQUEST

NORTH DAKOTA INFORMATION TECHNOLOGY
RECORDS MANAGEMENT
SFN 2044 (10-2021)

REQUEST CONTROL NUMBER (Records Management Only)

Department Name	Division or Unit		Date
Address	City	State	ZIP Code
Name	Title	Telephone Number	

Estimate the Volume of Records to be Disposed

Format/Size of Records	Paper Letter Size	Paper Legal Size	Paper - Other Size X	Paper - Other Size X	Electronic	Microfilm/Microfiche
Volume (Inches or MB)						

Type of Disposal One-Time Disposal/Transfer Early Disposal/Transfer

Record Control Number	Record Title	Inclusive Dates	Total Retention

Comments