Control Number

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| 0  **REPUBLIC OF THE PHILIPPINES**  TARLAC STATE UNIVERSITY  TARLAC CITY  **REQUEST FOR AUTHORITY**  **TO DISPOSE OF RECORDS**  **OR USE OF STORAGE** | | | **OFFICE/COLLEGE:** | |
| **PREPARED BY/ DATE:** | |
| **GRDS/ RDS ITEM NO.** | **RECORDS SERIES TITLE AND DESCRIPTION** | | **PERIOD COVERED** | **RETENTION PERIOD**  **AND PROVISION/S**  **COMPLIED (If Any)** |
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| **APPROVED BY:**  **Dean/Director/Head** | | | **ESTIMATED NO. OF KILOS:** | |
| **RECEIVED BY:**  **Records Staff** | | | **POSITION:** | |
| **APPROVED FOR DISPOSAL:**  **Archives/Storage Section** | | **CLASSIFICATION OF PAPER:**  **Plain White Colored** | | |
| **NOTED:**  **Head, Records and Archives** | | | | |