**Sample memo of disposal approval**

<Officer name>

<Position>

<Business Area/Unit>

Phone: <XX XXXX XXXX>

File ref.: <insert file reference>

# **Memo**

|  |  |
| --- | --- |
| **To** | [insert name] |
| **From** | [insert name] |
| **CC** | [insert name] |
| **Subject** | For your approval - [insert subject] |
| **Date** | dd Month yyyy |

## **PURPOSE**

Please find attached a list of records that have met their minimum retention period under (insert Retention and Disposal Schedule name and QDAN) and are ready for final disposal.

If your area has no ongoing business or legal need to retain these records, please sign this form to indicate that you approve of their disposal.

## **APPROVAL**

**Business Area/Unit:** [insert business area/unit:]

**Legal Officer:** [insert name]

**RTI Officer:** [insert name]

**CEO/Authorised Delegate:** [insert name]

**Signature:**

**Date:** dd Month yyyy