

Digitization Form

Project Information	
Administrative Unit:	
Project Description:	
Start Date:	End Date:
Record Information	
Records Type:	
Applicable Retention Rule:	
Date span:	
Essential Records: Yes No	
Confidential Records: Yes No	
Disposition	
Destruction of Original Records: Yes No	
Secure disposal method:	
Administrative Head	Dated
Director of Corporate Affairs	Dated