

**HORRY COUNTY RECORDS RETENTION**

3230 Highway 319, PO Box 2195  
Conway, South Carolina 29528-2195  
Phone: 843-915-5420

**NOTICE OF INTENT TO DESTROY RECORDS**

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**To:**

**From:** Records Manager

**Based on the approved retention schedule, the below listed Records may now be removed from Storage/Files and disposed of:**

<b>Box #</b>	<b>Records Title and Records Description w/inclusive dates</b>	<b>Retention Schedule Number</b>	<b>Schedule Destruct Date</b>	<b>Shelf Number</b>

**DISPOSAL AUTHORIZATION:** Disposal of the above listed records is authorized. Any deletions or modifications are indicated in **RED** and initialed by me. (Return this form to the Records Retention Department.)

\_\_\_\_\_  
Division/Department Head

\_\_\_\_\_  
Date

\_\_\_\_\_  
Records Manager

\_\_\_\_\_  
Date

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**DISPOSAL CERTIFICATE:** The records listed above have been disposed in the manner and on the date show below. Please note the date destroyed on your copy of the Records Transmittal and Receipt Form.

**Method of Disposition:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **By:** \_\_\_\_\_