|  |  |  |  |
| --- | --- | --- | --- |
| 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:** |
| **ITEM NO.** | **RECORDS SERIES TITLE AND DESCRIPTION** | | **PERIOD COVERED** |
|  |  | |  |
| **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** | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Form No.: TSU-RAU-SF-05 | Revision No.: 00 | Effectivity Date: April 12, 2019 | Page 1 of 1 |