



## MASTER LIST OF RECORDS

| CD       | DESCRIPTION OF<br>RECORD | RECORD ID# | RETENTION<br>PERIOD | DISTRIBUTION |  |  |  |  |  |  |  |  |  |
|----------|--------------------------|------------|---------------------|--------------|--|--|--|--|--|--|--|--|--|
| SR<br>NO |                          |            |                     |              |  |  |  |  |  |  |  |  |  |
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| PREPARED BY | REVIEWED BY | APPROVED BY |
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