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| Administrative Unit |  |  |  |
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| Description summary of the documents | Years | Retention Rule |
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| Method of Disposal |  |

 I authorize the disposal of this confidential information in accordance with Dawson's retention schedule.

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|  Manager’s Name |       |

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|  Signature: |  | Date: |       |

 The original signed form is to be sent to Corporate Affairs in room 4B.4