

Request Permission to Dispose of Records

McDonogh School Archives & Special Collections

McDonogh School

Owings Mills, MD 21117

443-544-7413

Submit this form to the Archives and retain a copy for your files. Files may **not** be destroyed until permission from the Archivist is granted.

_____ requests that the
(Office/department)

following records be destroyed:

(Please list or describe records and inclusive dates)

Signature of Dept. Head/Director

.....
Approved ___ Not Approved ___

(Archivist)

(Date)