**Lakeview College of Nursing**

**Records Disposal Form**

Name:

Paper Only!

* No Binder Clips
* No Paper Clips
* No Rubber Bands
* No 3 Ring Binders
* No Spiral Bound
* No Plastic Folders
* No Plastic Sleeves
* Paper Folders Are Okay
* Manila Folders Are Okay
* Staples Are Okay

Course:

Description of enclosed contents:

Semester & Year of enclosed contents:

Disposal Date:

(Coursework can be shredded in 3 years)

**\*\*Tape this completed form to one end of a Xerox box for easy access (NOT the top or side)\*\***