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**TARLAC STATE UNIVERSITY**

**MASTERLIST OF RETAINED DOCUMENTED INFORMATION**

Office/Unit/College: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

as of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Title/Type of Record** | **Retention Period** | **Date of Disposal** | **Status** |
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| Prepared by: | Reviewed by: |