



Date Hold Applied:
By (Name):
Review Date:

Records Hold Form

Office of Responsibility

Name: Print

Title: Print

Date: YYYY/MM/DD

Unit: Print

Phone Number: _____

Reason for hold code chart	
1	Audit — underway or pending
2	Legal discovery — Legal matter underway or anticipated
3	FOIPOP — Open application
4	Financial — Obligations not yet complete
5	Contractual — Obligations not yet expired/fulfilled
6	Operational Requirement change — insufficient time frame listed in approved schedule
7	Operational Requirement change — disposition to be reviewed

Scope: This form identifies records that are eligible for disposition but are not authorized due to one or more reasons listed in the adjacent chart.

<u>DalCLASS No.</u>	<u>Record Number</u>	<u>Record Title</u>	<u>Date to be reviewed</u> <small>(YYYY/MM/DD)</small>	<u>Reason Code</u>

Unit Commitment

***The above-listed file/box(s) will not be intentionally or willfully destroyed or transferred out of the unit during the stated period without written authorization from the head of the responsible unit.**

***It/they will be kept in a secure location and available for retrieval when required.**

***The unit's Hold Procedures will be applied to the record(s).**

I, the undersigned, understand that on the review date written above, the file/box(s) listed will be reevaluated for authorized disposition. If the file/box(s) still requires holding for one of the reasons listed above, the hold will be reinstated with an updated review date.

Signature: _____

Date: YYYY/MM/DD