<Date Month Year>

Senior Director

Library and Archives NT

PO Box 1347

NIGHTCLIFF NT 0810

Dear <Insert Mr/Mrs or Ms followed by surname when recipient is known OR insert Sir or Madam if the recipient is unknown>

Re: Request for approval of records disposal schedule (name)

Please find attached a final draft disposal schedule for the (name of function) records of the (name of public sector organisation) for your final approval in accordance with your responsibilities under Part 9 of the Information Act 2002.

The final draft disposal schedule contains accurate information and recommended retention periods that are appropriate to meet our current legal and statutory obligations and administrative requirements.

If you have any enquiries concerning this final draft schedule please contact our project officer (name) on (telephone number – XXXX).

Yours sincerely

<Name>
Chief Executive

 Month Year