Agency Name: [Agency title]

Contact Name: [Name of agency representative]

Contact Details: [Address, phone number and email contact]

Schedule to be amended: [Disposal schedule number and title]

1. **Proposal**

This proposal is for: [Description of background to change requested. Please tick relevant item below if applicable]

Please note: List is not exhaustive.

**Category A:**

Grammar / style error

Correcting a typing error

Correcting a spelling error

Adding a new cross reference

Deleting a cross reference

**Category B:**

Adding a new disposal class/es

Removing a class/es

Adding a new activity

Removing an activity

Changing the description of an existing disposal class

Changing a status and disposal action

1. **Description [Include here specific detail of all proposed amendments]**

**Please note:** Example for change of class description or disposal action.

**Approved original details:**

Class number:

Class Description:

Disposal action:

**Proposed changes:**

Class number:

Class Description:

Disposal action:

1. **Justification**

[Reason for requested change (e.g. new legislative requirement, change in function and / or activity, insufficient coverage of existing entry, inaccuracy, etc.)]

[For Category B changes please attach required documentation]

**CE Certification (for Category B changes only)**

I approve this retention and disposal schedule amendment request (under 136B of the *Information Act*).

|  |  |
| --- | --- |
| Signature of CE | Date |