Information before you begin:

* Use this form to obtain a disposal authority for records not covered by Retention and Disposal Authority (RDA) issued by the Keeper of Public Records under section 12 of the *Public Records Act 1973*.
* This form is to be accompanied by a *PRO 46B Request for Disposal Authority – Appraisal Report (Single Instance) Form*.
* Upon completion, submit this form to: [agency.queries@prov.vic.gov.au](mailto:agency.queries@prov.vic.gov.au?subject=Submission%20PRO46A%20-%20Request%20for%20a%20Disposal%20Authority%20Form)

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| **Agency** |  | | |
| **Address** |  | | |
| **Contact Officer** |  | | |
| **Email** |  | **Phone** |  |

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| **Endorsements** | **No.1: Freedom of Information**  This authorisation does not apply to any record for which a request for access has been received under the *Freedom of Information Act 1982* on or before the date on which approval for destruction was given by the Keeper of Public Records until such time as the request has been finalised and any appeal period has lapsed.  **No.2: Legal Proceedings**  Disposal will not be authorised under this requested Authority if it is reasonably likely that the public record will be required in evidence in a current or future legal proceeding. For the purposes of this requested Disposal Authority a ‘legal proceeding’ has the same meaning as the *Evidence (Miscellaneous Provisions) Act 1958*, and includes any civil, criminal or mixed proceeding, and any inquiry in which evidence is or maybe given before any court or person acting judicially, including a Royal Commission or Board of Inquiry under the *Inquiries Act 2014*.  Tick if the above Endorsement(s) apply to this authorisation  1.  Freedom of Information  2.  Legal Proceedings |

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| **List of Records** | | | | | | |
| **Entry No.** | **Records Title** | **File No Range (or other control range) – if any** | **Records Start Date** | **Records End Date** | **Approximate Quantity** | **Format** |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |

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| **Signature of Head of Agency** | | | |
| **Name** |  | **Signature** |  |
| **Position** |  | **Date** |  |