EAST LAKE TARPON SPECIAL FIRE CONTROL DISTRICT
R E T E N T I O N I N F O R M A T I O N

YOUR NAME:_____ DATE:_____

GS Book #	Item #	Record Title	Retention Period	Beginning Date	Ending Date	Eligibility Destroy Date
Ex: GS-1	***34***	***News Releases***	***1 fiscal year***	***11-30-04***	***9-30-07***	***9-30-07***

Return to Office Manager by November 30 each year