

# Legal Contracts Confidential Destruction Request Form

## Requester Information

Full Name

Department

Email

Phone Number

## Contract Details

Contract Name/Description

Contract Number/Identifier

Party A

Party B

Date Signed

Expiration/Termination Date

Reason for Destruction

## Destruction Approval

Approved By (Name)

**Approval Date**

**Destruction Method**

**Destruction Date**

**Comments / Additional Information**