

**National Garden Clubs, Inc.
Landscape Design Schools**

RECORDS MANAGEMENT

NOTIFICATION OF REMOVAL OF STUDENT/CONSULTANT RECORDS

State LDS Chairman: send 2 copies to your NGC Accrediting Chairman.

- Please print or type the names and addresses of the students and Consultants whose records you have removed from your files. (Consultant records are only retained for a period of 7 years from the last date of accreditation.)
- Separate students and Consultants. (Note: List only those students who may have received extension permission; no other student records are kept in the files of the NGC LDS Accrediting Chairmen.)
- Indicate by * those deceased.
- Number all pages.

State LDS Chairman _____

State Garden Club _____

Date submitted _____

NAME (first, middle, last)

ADDRESS (include zip)
