

## **OFFICE OF SUPPORT SERVICES**

2323 South Rockwell, North Dock, East End, Chicago, Illinois 60608Telephone (773) 843-5335Sheriff.Recycling@cookcountyil.gov

CRDC Job No. (Yr-CC-No.) 14-\_

Central Record Destruction Center Certificate of Destruction

	(A	IUST BE COMPLETED IN FULL F		)
Department/Office/Unit Name			Request Date (Date that CRDC receives Certificate	
			of Destruction Form by email)	
Department/Office/Unit			Department/Office/Unit	
Phone Number			Representative Printed Name	
Department/Office/Unit Address			Department/Office/Unit	
			Representative Signature	
<b>Records Disposal Certificate</b> Attached to this Certificate of Destruction Form		□ Yes □ No destruction has been approved fo permanent collection or to be hele litigative, pending or anticipated,		d for statutory, administrative or
Department/Office/Unit			Department/Office/Unit	
Supervisor Printed Name			Supervisor Signature	
			ED OF (TO BE COMPLETED BY RE	OUESTING DEPARTMENT)
SPECIFIC		Administrative		
Type of Records (1)		<ul> <li>Administrative</li> <li>Legal</li> <li>Personnel</li> <li>Health</li> <li>Law Enforcement</li> <li>Other</li> <li>()</li> </ul>	<b>Record Handling (2)</b> (Check off all that applies)	<ul> <li>Confidential (Shredding Required)</li> <li>Non-Confidential (No Shredding Required)</li> <li>Other</li> </ul>
		Record Titles		Record Dates
		Record Titles		Record Dates
Title and Da	te of Records (3)			
The content of the listed records has been verified to be accurate and true prior to destruction or disposal.				
Department/				
Office/Unit	SOSS Employee's			
Representative Signature Signature		Quantity of Records (4) (Check off all that applies)		Boxes Number of
				□ Gaylords Number of
				□ Other
SUPPORT SERVICES ONLY				
	escribed Records wors	JULY SER	Collected by SOSS Employee	
The Above-Described Records were collected on (To be placed on collection schedule not more			(Print Name)	
than ten days after Request Date.)				
The Above-Described Records were			SOSS Employee	
collected at				
			(Signature)	
The Above-Described Records were			Destroyed SOSS Employee	
<b>destroyed on</b> (Notice of Destruction to be sent by email no			(Print Name)	
less than five (5) days before scheduled				
destruction)				
The Above-Described Records were			SOSS Employee	
disposed of via a recycling vendor on			(Signature)	
			Load Weight	
Recycling Vendor/ Vendor Ticket #				

cc: Requesting Department

CRDC Certificate of Destruction Log Book (reverse chronological order)