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The records listed below are authorized for destruction. There are no pending lawsuits or open records requests.

Department/School Representative/Title \_\_\_\_\_  
Printed name & signature Date

CONTENTS DESCRIPTION AND RANGE	NUMBER OF BOXES

<b>TOTAL BOXES TO BE DESTROYED</b>	

Authorized for destruction by:

\_\_\_\_\_ Date: \_\_\_\_\_  
District RMO or Representative

Received for destruction by:

\_\_\_\_\_ Date: \_\_\_\_\_  
HCDE Records Center

***Disposal Center Certification***

The records listed above were received for shredding at Vanish Document Shredding Company on

\_\_\_\_\_ By \_\_\_\_\_  
Date Printed name and signature