



OFFICE OF SUPPORT SERVICES

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

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

Central Record Destruction Center
Certificate of Destruction

(MUST BE COMPLETED IN FULL PRIOR TO RECORD DESTRUCTION)

Form with multiple sections: Department/Office/Unit Name, Request Date, Department/Office/Unit Representative Printed Name, Department/Office/Unit Representative Signature, Records Disposal Certificate, Department/Office/Unit Supervisor Printed Name, Department/Office/Unit Supervisor Signature, SPECIFICATIONS OF RECORDS TO BE DESTROYED OR DISPOSED OF (TO BE COMPLETED BY REQUESTING DEPARTMENT), Type of Records (1), Record Handling (2), Title and Date of Records (3), Record Titles, Record Dates, Department/Office/Unit Representative Signature, SOSS Employee's Signature, Quantity of Records (4), SUPPORT SERVICES ONLY, The Above-Described Records were collected on, The Above-Described Records were collected at, The Above-Described Records were destroyed on, The Above-Described Records were disposed of via a recycling vendor on, Recycling Vendor/ Vendor Ticket #, Load Weight.

cc: Requesting Department
CRDC Certificate of Destruction Log Book (reverse chronological order)