



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, Type of Records, Record Handling, Title and Date of Records, Record Dates, Department/Office/Unit Representative Signature, SOSS Employee's Signature, Quantity of Records, 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)