**HARRIS COUNTY DEPARTMENT OF EDUCATION RECORDS MANAGEMENT SERVICES COOPERATIVE**

**DESTRUCTION CERTIFICATE**

**HCDE WORK ORDER NUMBER**

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

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

**CONTENTS DESCRIPTION AND RANGE**

**NUMBER OF BOXES**

**TOTAL BOXES TO BE DESTROYED**

**CLIENT NAME: (DISTRICT)**

**DEPARTMENT NAME:**