| | |
|---|---|
| Galena Park ºìÌÒÊÓÆµ | |

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 |
|---|---|
| | |

| | |
|---|---|
| | |
| | |
| | |
| | |
| | |
| **TOTAL BOXES TO BE DESTROYED** | |

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