

## Request for Materials to be Shred

**Name:** \_\_\_\_\_

**Building:** \_\_\_\_\_

**Title of Materials to be Shred** (should match ED 1 Schedule):

\_\_\_\_\_

\_\_\_\_\_

**Code From ED 1 Schedule**

**Page Number:** \_\_\_\_\_ **Code:** \_\_\_\_\_

**Year Span:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Date:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

\_\_\_\_\_

**Records Office**

**Shred Date:** \_\_\_\_\_

**Checked by:** \_\_\_\_\_