Office Paper Shredding Disposal Record

Date of	Destruction						
Departn	nent						
Person	Responsible						
Descrip	tion of Documer	nts					
2 000p							
Quantity	(e.g., boxes/file	s)					
Method of Disposal							
Witness	Name						
Addition	nal Notes						
		Person	Description of				
Date	Department	Responsible	Description of Documents	Quantity	Method	Witness	Notes