Cathy Kimball, EIU Records Manager
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RECORDS DESTRUCTION CERTIFICATION Log Sheet

State Records Commission requires *a crosscut shredder cutting to a maximum width of 3/8 inches must be used.* Otherwise, you must forward records to Records Storage Center for shredding. Other rules may apply for electronic disposal; contact the EIU Records Manager for information. The Original Destruction Certificates must be sent to EIU Records Manager.

Date	Type of Disposal (shred or erase)	Name (print)	Signature	App #	Dept name and item #	Quantity