

RECORDS REMOVAL AND DESTRUCTION ORDER

1. DEPARTMENT	2. DIVISION	3. BUREAU	
4. RECORDS LOCATION (Building Name, Room No.)			
5. DISPOSAL AUTHORIZATION NO.	6. CUBIC FEET (No. of)	7. ESTIMATED TARE WEIGHT @ 25lbs. PER CUBIC FOOT	8. DATE REMOVED
9. STATE REPRESENTATIVE SIGNATURE		10. TITLE	
CONTRACTOR CERTIFICATION The contractor hereby certifies that the records picked up this date will be destroyed in accordance with the provisions of the CONFIDENTIAL RECORDS REMOVAL and DESTRUCTION SERVICES CONTRACT, N.J.S.A. 47, and N.J.A.C. 6:66.			
11. CONTRACTOR REPRESENTATIVE SIGNATURE			12. DATE