

## ATTACHMENT 2

SAMPLE REPORT -- Use of the 3 - 4 character acronym is preferred as the prefix in the "department" column. For example, the MO State Highway Patrol is a part of the Dept. of Public Safety; therefore, the name appearing in the "department" field for document destruction services provided to MSHP during the week of October 5 - 9 has a prefix of DPS.

### October 1-October 31 2009

Service Date	Department	Street Address	City	Weight
Oct 5 - 9	DED - Missouri Career Center	7545 S. Lindbergh	St Louis	153
	DSS - CD/FSD	7545 S. Lindbergh	St Louis	560
	DOC - Dept. of Probation & Parole	220 S. Jefferson	St Louis	540
	DOC - Dept. of Probation & Parole	220 S. Jefferson	St Louis	889
	DMH - Dept. of Mental Health	111 N. 7th St	St Louis	180
	DMH - Dept. of Mental Health	111 N. 7th St	St Louis	85
	DSS - Dept. of Social Services	111 N. 7th St	St Louis	93
	DPS - Veterans Commission	205 Jefferson St	Jefferson City	321
	DPS - MSHP	1510 E. Elm St	Jefferson City	744