

Record Retention/Storage Label

School or Department _____

Warehouse Box No. Records Classification: _____

Class 1

The documents on the attached list are permanent records originating in the school year ____ / ____.

Class 2

The documents on the attached list are disposable records originating in the school year ____ / ____.

Class 3

The documents on the attached list are disposable records originating in the school year ____ / ____.

If you need assistance with your records classification please contact the Purchasing Office for assistance.

Date to be destroyed: _____

Contents:

<u>Fiscal Year</u>	<u>Item</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Date: _____

Box ____ of ____

SIGNATURE OF SENDER