

INSTRUCTIONS FOR COMPLETING THE RECORDS TRANSMITTAL FORM

There are two forms on each sheet. There should be **one form** filled out for **each box** you wish to send to The Records Center. We only accept boxes used by The Records Center – no paper boxes, fruit boxes, etc. If you need boxes, they will be sent to you at no charge, just call 488-6226 or e-mail shuggins002@horrycountyschools.net to request boxes.

1. Name of School or Department - be detailed – Conway High School Food Service, Conway High School Guidance Office, etc.
2. Enter name of person requesting records to be picked up.
3. Enter date records are to be destroyed. Just because the schedule says to destroy a record in 3 or 5 years doesn't mean you have to destroy at that time. You can keep the records longer but you cannot destroy before the date given by the schedule. Also, store records in the box with like retention schedules. If you file 3 year retention records with 5 year retention records, then the whole box will be kept for the 5 year retention period.
4. Enter the appropriate record title for each record series to be destroyed (e.g., please state the "exact" title, not what we call the records such as "fees owed" when the proper series title should be "Uncollected Fees Documentation" for series number 12-902.24).
5. Enter the correct record series number that corresponds to the record series title.
6. Enter the earliest and latest dates covered for inclusive dates (e.g., 7/1/1992 – 6/30/1993).
7. The Records Center will enter the box # and Location #.
8. Put one copy on the end of the box with labeling info on it (either tape it to the box or if you have the proper labels – Avery 5783 – then use them). **Tape box lids securely to box.**

After completing the form, save the form in your documents and e-mail as an attachment to Stephanie Huggins, Record Retention Specialist for Horry County Schools. After review, if there are no changes, arrangements will be made to have your boxes picked up and carried to The Records Center. Please do not hesitate for questions: contact Stephanie at 843-488-6226 or e-mail address at shuggins002@horrycountyschools.net.