



## Wylie ISD Records Management Procedures

Please follow the directions below in preparation of your records destruction and/or storage requests.

1. Make sure the proper retention period is followed for your records.
  - The District defers to the [Texas State Library and Archives Retention Schedules website](#).
2. Only new small storage boxes are to be used for records storage. (Please utilize the entire box)
3. All paper clips, rubber bands and binder clips should be removed from documents.
  - Standard staples are acceptable; however, heavy duty staples must be removed.
4. There should be no documents left in plastic binders or in folders with metal brads.
5. As boxes are filled, they should be labeled with the appropriate colored sticker indicating the destruction year or if the records within that box are for **PERMANENT** retention.

Destruction Year Label Colors			
Neon Green	2018	2025	2032
Neon Yellow	2019	2026	2033
Neon Orange	2020	2027	2034
Blue	2021	2028	2035
Neon Pink	2022	2029	2036
Green	2023	2030	2037
Purple	2024	2031	2038
Red	PERMANENT		

6. Both ends of the box should be labeled with the campus/department code followed by box number and a legible description of the contents. (Stickers may be requested from the Risk Management office. The warehouse manager will not accept boxes that are not labeled accordingly.)

AP Disbursement Records 09/18/2018 to 10/15/2018	
DESTROY	
AP - 1	2019

7. Please submit Records Storage and Destruction Request Form [here](#) to proceed with the records management compliance process.