

**COLLEGE STATION ISD  
RECORD STORAGE BOX TRANSMITTAL FORM**

**Prepare one form for each Record storage box to be sent**

**TAPE THIS FORM TO THE BLANK **END** OF THE RECORDS BOX. **NOT THE TOP OF THE BOX****

CAMPUS/DEPARTMENT								
BOX NUMBER		OF		DESTRUCTION YEAR				
SENDER NAME								
CONTENTS								
DOCUMENTS SCANNED OR STORED ELECTRONICALLY? Y or N*					YES		NO	
Where are the electronic records stored?								

\*Documents that have been scanned into the Laserfiche or any other program still need to be packed, labeled, picked up and stored like other documents. They should not be shredded or discarded by the Department or Campus. The Purchasing Department will make the final decision as to the destruction of all records. **Be sure to enter the name of the software, computer, or network drive where the electronic records are stored in the field above.**

**Cut Here**

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