

COLLEGE STATION I. S. D.
9304 ROCK PRAIRIE ROAD, COLLEGE STATION, TX 77845

PURCHASING OFFICE

INTER-DEPARTMENTAL MEMO

TO: Principals, Administrators, and Records Liaison Officers
FROM: Carmella Shafer, Director of Purchasing
DATE: October 13, 2022
SUBJECT: Records Retention Pick Up, Storage and Destruction

It is time again to start packing records that you want to be stored in the Warehouse Records Retention Center and destroyed after their retention period. **Records will be picked up starting Monday, November 7 through Friday November 18.** Campuses/departments will not have a set day, so please have all boxes ready to be picked up these days. The warehouse staff will be on a very tight schedule, **so please stack the records storage boxes in one area. Official Records Storage boxes (15x12x10) must be used to store records and are available to be purchased from the warehouse (item 128100). Enter a Warehouse work order and include the total number of boxes, location for pick up, and the date they will be ready for pick up.** Each box should be marked (use a permanent marker) on one end of the outside of the box with the following information:

Only on one end of the box write:

1. **Department/Office/School**
2. **Box Number**
3. **Contents**
4. **Destruction Date** (No box should be sent without a destruction date! All documents in the same box must have the same destruction date)

Prepare a "Record Storage Transmittal Form" for each storage container and **attach** it to the **blank END** of the box.



Boxes are available from the warehouse (128100)

**** NEW ** ** NEW ** ** NEW ** ** NEW ** ** NEW ** ** NEW ** ** NEW ** ** NEW ** ** NEW ****

Enter a Warehouse work order and include the total number of boxes, location for pick up, and the date they will be ready for pick up.

Please complete the attached "List of Records Being Sent to the Warehouse" and email it to cshafer@csisd.org.

**** NEW ** ** NEW ** ** NEW ** ** NEW ** ** NEW ** ** NEW ** ** NEW ** ** NEW ****

A "Record Storage Transmittal Form" is attached.

Please see attached records schedules to determine the scheduled destruction date for the record type.

If you have any questions, please call Carmella at ext. 5617 or email cshafer@csisd.org. **Note: Please remember that all records stored in a box should have the same destruction date.**