

SUPPLY ORDER RESOURCES

Refer to District Records Management Manual for additional information.

RECORDS STORAGE BOX REQUIREMENTS:

Standard letter/legal size records storage box specifications are as follows:

1. Order from the FWISD Warehouse – Stock Catalog
2. Oder number: 60-1530
3. Unit of Measure: EA
4. Description: BOX, STORAGE (PRE-LABELED) (FITS LEGAL/LTR. SIZE FILES) with Lid
5. Can be ordered in a 25 unit bundle

RECORDS STORAGE BOX LABEL REQUIREMENTS:

Standard labeling of records storage box specifications are as follows:

1. Complete DRM Storage Box Label Order Form (located on DRM website)
2. Submit order for to DRM
3. DRM will fulfill the order
4. Cost – 0.00
5. Ordered in a 25 unit bundle

CUMULATIVE FOLDER REQUIRMENTS:

Contact: Student Records Department