ELGIN ISD
ONE TOWN • ONE TEAM • ONE FAMILY

# Records Transfer Request Form

**Date:** _____ **Campus/Department:** _____

**Prepared By:** _____ **Location Deliver To:** _____

**Note: If documents require destruction or warehouse storage, you must also complete a Records Disposition Log.**

**Directions:** Records must be properly stored in records storage boxes, marked with the contents on the outside of the box along with the date of destruction. Do not combine records of different types or records with different destruction dates within the same box. If the records are permanent, mark "Permanent" on the outside of the box. After this *Transfer Request Form* is signed by the Principal/Department Head, submit it to the Business Office for processing. The Business Office will submit a Helpdesk request to move the records.

| TSLAC Record Number | Description of Contents<br>"Miscellaneous" is not an acceptable description | Permanent or Date of Destruction | EISD Box # |
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I certify I have verified the documents contained in the boxes listed above are eligible for destruction, as noted, according to the rules and regulations of the Texas State Library and Archives Commission, and are not currently the subject of any litigation, claim, negotiation, audit, public information request, administrative review, or other action.

Principal's/Department Head's Signature

Date

Comments:

For Business Office & Warehouse Use Only:

Date Received:

Helpdesk Request Submitted By: _____ Signature _____ Date

Warehouse Delivery Made By: _____ Signature _____ Date

RMO Approval: _____ Signature _____ Date