



Instructions: 1) Complete one form for each box.
2) Cut or fold form on dotted line below.

3) Securely attach completed form to the outside of the box on the end.
4) Call warehouse staff at x8178 to arrange pickup.



Records Retention Form

Site or Department: * Select your site/department from this list _____

Class Type: * Select the class type from dropdown _____ **School Year of Origin:** * Enter Actual Yr of Re _____

Record Title: _____

☐ **Destroy by recycling on:** _____

☐ **Destroy by shredding on:** _____

Note: Shredding must be used if any sensitive student or personnel demographic information (name, address, birth date, social security, etc.) is contained on any of the documents enclosed.

☐ **Do not destroy or discard – Permanent Records**

Box packed by: _____ **Box** _____ **of** _____

School Site Administrator's Signature: _____