



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA DOCUMENT DESTRUCTION REQUEST

DATE OF REQUEST	DEPARTMENT/SCHOOL	REQUESTED DATE
CONTACT NAME	PHONE	EMAIL
NUMBER OF BOXES/PALLETS	LOCATION OF MATERIALS	

Requesting School/Department assumes all responsibility for the contents of the boxes. The records are in compliance with SBBC records retention requirements.

REQUESTED BY

TITLE

APPROVED BY

PRINCIPAL/DIRECTOR SIGNATURE

- All records will be sealed in boxes or cartons.
- All boxes or cartons will be labeled "DESTRUCTION ONLY".
- All documents must be in sealed carton and the cartons numbers, i.e. 1 of 3, 2 of 3, etc.
- The number of cartons must be listed on the letter and as well as a brief description of the carton content.
- The Principal or Department head signature is required.
- Central Warehouse Dispatch foremen will schedule a pick-up.
- The cartons will be sent to the incinerator for disposal.
- Please call Warehousing Services at 754-321-4725 if you have any questions.
- You may also e-mail the request to brian.little@browardschools.com and/or deryck.clarke@browardschools.com

Materials Logistics Driver (print)

Materials Logistics Driver Signature

Copy of this form, with both signatures, to remain at the school/department.