

SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Records Transfer Request

Records Retention

Phone: 754.321.3150

Fax: 754.321.3160

From :

Department/School Location # Total # of Boxes in Shipment

Administrator/Supervisor Initiating Transfer Telephone Date

DISPOSITION OF RECORDS WILL BE CARRIED OUT AS RETENTION IS MET

DIRECTIONS

- 1. BOX LABEL** - Enter one line per box starting with box #1. Enter the same number on the front of each box and include location number in black permanent marker. Box size must be Letter/Legal 12"x15"x10"
- 2. DESCRIPTION OF RECORD SERIES** - Enter the title shown in the GS7 or GS1-SL General Records Schedule that indicates the contents inside the box.
- 3. RECORDS SCHEDULE - NUMBER** - From either GS7 or GS1-SL. The Item # can be found in the GS7 or GS1-SL General Records Schedule next to the appropriate series title.
- 4. RECORD DATE** - Must show both beginning and ending dates (month and year) for the contents of EACH box.

THE LAST COLUMNS ARE FOR RECORDS RETENTION USE ONLY, PLEASE LEAVE BLANK.

1. Box Num.	2. Description of Record Series	3. Records Schedule		4. Record Date		Records Retention Only Disposal	
		No.	Item #	From	To	Date	Location

**WHEN COMPLETED, RETURN ALL PAGES OF THIS FORM TO RECORDS RETENTION
RETAIN A COPY FOR YOUR FILES**

Records received by Records Retention Staff: _____ Date _____

