SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
Records Transfer Request

Records Retention
7770 W. Oakland Park Blvd. Ste. 208
Sunrise, FL 33351
Phone:754.321.3152 Fax: 754.321.3160

From :

Department/School | Location # | Total # of Boxes in Shipment

Administrator/Supervisor/Principal Initiating Transfer | Telephone | Date

DIRECTIONS

1. BOX NUMBER - Enter one line per box starting with box #1. Enter the same number on the front of each box and include your school/department 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. These schedules can be accessed at the SBBC Intranet website: http://web/ets/css/records.htm

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 that 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 Use 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 _____

FORM 4195E
Rev. 3/08

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

Records received by Records Retention Staff: _____ Date _____

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