



**POINT ISABEL INDEPENDENT SCHOOL DISTRICT
RECORDS MANAGEMENT OFFICE**

RECORDS TO WAREHOUSE

INSTRUCTIONS

1. Include name of campus.
2. Name of items(s) inside box. (Number box(es) i.e 1 of 1)
3. Keep a copy of the records for your files and send original to the Record Management Office.
4. Inventory list inside/outside of box. (Place one copy inside box)
5. Records management must sign receipt of boxes submitted. Keep a copy for your files.

THIS SECTION TO BE COMPLETED BY PRINCIPAL OR DEPARTMENT HEAD

DATE RECORDS SUBMITTED:

SCHOOL OR DEPARTMENT:

NAME OF RECORD/YEAR:

PERSON SUBMITTING RECORDS:

COMMENTS: (INCLUDE ALL DESCRIPTIONS, INVENTORY LIST OF RECORDS)

SUPERVISOR

TITLE

DATE APPROVED

APPROVED BY:

THIS SECTION TO BE COMPLETED BY MANAGEMENT OFFICE

DATE RECEIVED:

DATE ACKNOWLEDGED:

RECORD LOCATION AND IDENTIFICATION:

RECORD FORMAT:

COMMENTS:

SUPERVISOR

TITLE

DATE APPROVED

APPROVED BY: