



ARCHIVE/STORAGE REQUEST FORM

Please complete this form for each box. When the storage box is filled and ready to be picked up, return this form to the Purchasing Office and arrangements will be made to have the box(es) picked up.

The District ordinarily keeps records for three to five years and then destroys them unless identified as Class 1. Classification code and date to be destroyed is required for each box. Each department is responsible for classifying its own records per the following codes:

- Class 1 **Permanent Records** – The original, or one exact copy, unless microfilmed, shall be retained indefinitely.
- Class 2 **Optional Records** – Not required by law to be retained but deemed worthy of further preservation.
- Class 3 **Disposable Records** – Required retention periods and procedures for destruction or transfer of records per Records Retention Manual.

Make two copies of this completed form. Keep one copy for your files. Fold the other copy in half and tape to the FRONT of the storage box so the box below faces out:

Department: _____ Classification of Records: _____

Box Number: ___ of ___ Fiscal Year Contents: _____ Date to be destroyed: _____

Description of Contents: _____

Department Manager Signature: _____ Date: _____

Warehouse use only

Pickup by: _____ Location: _____ Sent to archives: _____ Destroyed: _____