	xas A&M International University Records Management ECORDS STORAGE FORM	Page of
Department		Total # of Boxes
Date	Office Address	Telephone

		-		
User Box #	R.M. Box #	Retention Schedule Agency Item#	Description of Box Contents with first and last folder listed. The contents of each box should be listed separately.	Inclusive Dates
				•

Records Coordinator/Office of Compliance	Date
Department Head	Date
Picked up or Delivered by	Date

## INSTRUCTIONS FOR FILLING OUT THE RECORDS STORAGE FORM

- 1. Fill in your department name, address, and phone number, the date, and the total number of boxes to be stored.
- 2. Place a **unique** number on each box and write that same number in the **USER BOX** # column. A box number can be up to 10 characters long (e.g. 02DEP005).
- 3. Locate a description of your records in the current TAMUS Records Retention Schedule and write the Agency Item number(s) (RRS field #5) that corresponds with the records series you are sending in the column labeled **Retention Schedule Agency Item** #. If you are unsure what type of records you have, please call 326-2180 for assistance.
- 4. Fill in the description of the box contents in the **Description** column. The description can include the Retention Schedule description or your own specific document description.
- 5. Fill in the inclusive dates of the records box. Please include **month** and **year**.
- 6. The Records Coordinator/Office of Compliance and the Department Head must sign the form.
- 7. Please submit the original of the Records Storage Form with your boxes. Keep a copy for your reference.

## **Basic Records Storage Information:**

These specific boxes are accepted for storage due to shelf and equipment specifications.

Standard Storage Box: 15"L x 12"W x 10"H, 1.22 cubic feet Voucher Storage Box: 9"W x 4 1/4 "H x 24"L, 1.00 cubic feet