

**Dougherty County School System
Supply Services
RECORDS RETENTION FORM**

INSTRUCTIONS: Complete sections I & II. Send the original Records Retention Form to Supply Services, Records Retention Center and keep a copy for your files. Number all boxes consecutively. On one end in the upper right hand corner, put the Retention Number. In the upper left hand corner, put the Box Number. In the middle, put the Department Name and the Record Series Title.

SECTION I:

Department Transferring Records:	Record Series Title:
Date Records Boxed:	Store Records
# of Boxes Transferred:	Destroy Records
Department Head Signature:	Microfilm Records

SECTION II: List Box #, Retention #, Contents, And Then Dates Included. You Can List Up To 10 Boxes Each Transfer List.

BOX #	RETENTION #	CONTENTS	DATES INCLUDED