

**Attachment H
Records Management Cheat Sheet**

EISD Records Management Timeline				
May	June		July	September
1st	15th	30th	31st	1st
Campuses & Program Coordinators Schedule June Delivery of Student Cumulative Folders (Elementary to MS; MS to HS)	Deadline for Campuses /Departments to Clean Out Student Cumulative Folders & Records. Deadline for Program Folders to be Scanned Into YellowFolder for Students Who Have Exited, Withdrawn or Graduated During the Current School Year.	Deadline for Transfer of Student Cumulative Folders Between Campuses	Deadline to Scan Cumulative Folders into YellowFolder for Students Who Withdrew or Graduated during 2017-2018 School Year. End of Academic Year	Start of 2019-2020 Records Retention Year

Records Box Number System

(Note: The box numbering system is based on the sequential numbering of boxes per day. For example, your campus/department is transferring 5 boxes to the records warehouse on one day. The last four digits of the box numbers will be 001, 002, 003,...)

Date-Organization Code-Box Series Number

YYYYMMDD-~~XXX~~-001



Organization Codes

001	Elgin High School	749	Human Capital
003	Bastrop County JJAEP	750	Business Office
004	Phoenix High School	988	Maintenance
041	Elgin Middle School	989	Transportation
101	BTW Elementary	992	Special Education
102	Elgin Elementary	993	Daycare
103	Neidig Elementary	994	Acad & SI
104	Elgin Elementary (South)	995	Admin & SS
699	Summer School	996	Instructional Tech
701	Supt's Office	997	Network Tech
702	School Board	999	District Wide
703	Tax Costs	999	Child Nutrition
745	Records Management		

What to Include on the Outside of the Records Box

All boxes must have a Record Box ID Label*

All fields are required

Type or Print with Black Marker

*Record Box ID Labels are located on ElginISD.net under Business Office/Records Management