

Elgin ISD Records Transfer Request Form

Date: _____

Campus/Department: _____

Prepared By: _____

Location Deliver To: _____

Note: If documents require destruction or warehouse storage, you must also complete a Records Disposition Log.

Directions: Records must be properly stored in records storage boxes, marked with the contents on the outside of the box along with the date of destruction. Do not combine records of different types or records with different destruction dates within the same box. If the records are permanent, mark "Permanent" on the outside of the box. After this *Transfer Request Form* is signed by the Principal/Department Head, submit it to the Business Office for processing. The Business Office will submit a Helpdesk request to move the records.

TSLAC Record Number	Description of Contents <small>"Miscellaneous" is not an acceptable description</small>	Permanent or Date of Destruction	EISD Box #

I certify I have verified the documents contained in the boxes listed above are eligible for destruction, as noted, according to the rules and regulations of the Texas State Library and Archives Commission, and are not currently the subject of any litigation, claim, negotiation, audit, public information request, administrative review, or other action.

Principal's/Department Head's Signature _____ Date	Comments:
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For Business Office & Warehouse Use Only:			
Date Received:	Helpdesk Request Submitted By:	_____ Signature	_____ Date
	Warehouse Delivery Made By:	_____ Signature	_____ Date
	RMO Approval:	_____ Signature	_____ Date