BALDWINSVILLE CENTRAL SCHOOL DISTRICT

INSTRUCTIONS FOR FILLING OUT RECORD RETENTION FORM

1. Section 1 to be completed by person requesting disposal.
2. Section 2 to be completed by Baldwinsville Central School District Employee Witnessing Destruction.
3. Section 3 to be completed by person requesting disposal.
    a. Place a unique number on each box using the following format: Building – Date- Box #. Example: DO – 8/5/2010 - #1, DO – 8/5/2010 - #2, etc.
    b. Find the section in the Records Retention and Disposition Schedule ED-1 and indicate in RETENTION SCHEDULE ITEM #.
    c. Describe contents of each box separately.
    d. Inclusive dates of records in each box.
    e. Retention period for Records Retention and Disposition Schedule ED-1. Group like-items and use separate forms for records with different retention periods.
    f. Location Code is for use by Records Management Officer. This indicates where it is stored.
4. Return completed form to Record Retention Officer (Jamie Rodems).