

SCHOOL: _____

Released from School By: _____

Document type: (Business Records, Student Records, ESE Files):

Description of Contents (PO's, Greensheets, Payroll, Attendance Cards, Grade Books, Psychological Files, Etc...):

Date Range of Records:

Instructions:

- 1. Do not use a box any bigger than a paper case or Bankers Box.**
- 2. Include only one type of record per box with the same disposal date range.**
- 3. Complete this label in its entirety.**
- 4. Tape this label securely to the short end of the box.**
- 5. The box will not be picked up unless it has this label attached to it.**
- 6. Contact Shana Brannon at x1225 to schedule pickup.**