

# Records Transmittal Information Sheet

Please store all records in Bankers Boxes. A Record Sticker must be placed on the front of each box. You can order record stickers through the Print Shop.

A records transmittal form must be completed for each set of boxes. Please refer to the following page for more information on the policy and procedures of Record Management and Records Classification.

<https://www.deltacollege.edu/sites/default/files/documents/imported/regulationsretentiondestructionrecords.pdf>.

You may drop off boxes for Records Retention in the Shipping and Receiving area during regular business hours. Please include the Records Transmittal Form. If you require assistance for the pickup of your boxes please submit a work order to the Maintenance Department and attach the Records Transmittal Form. You can setup your work order at this link

<https://whd.deltacollege.edu/helpdesk/WebObjects/Helpdesk.woa>.

If you have any questions please contact the Receiving Department at [Receiving@Deltacollege.edu](mailto:Receiving@Deltacollege.edu).



# RECORDS TRANSMITTAL

MUST BE COMPLETED BY DEPARTMENT					FOR RECORDS RETENTION OFFICE USE ONLY				
Box #	DESCRIPTION OF RECORD	DATE		RECORD CLASS	PROPOSED DISPOSAL DATE	LOCATION			OFFICE DISPOSAL DATE
		From	To			RECORD STORAGE #	R/S	Location	

NUMBER OF BOXES : \_\_\_\_\_

DEPARTMENT : \_\_\_\_\_

PREPARED BY/ DATE: \_\_\_\_\_

ENTERED BY: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_