

RECORDS STORAGE TRANSMITTAL INSTRUCTIONS

1. **PAGE** – Enter the page number.
2. **DATE** - Enter the current date.
3. **FROM** - Print name of individual storing records. Also, enter department name, building/room number and telephone extension.
4. **SHELF NO.** - Leave blank. These numbers (shelf locations) will be assigned by records center staff.

FOR EACH BOX:

5. **BOX NO.** - Enter the box number (carton number from label).
6. **RECORD SERIES TITLE** - Enter the record series title as shown on the records schedule. If you want to further describe the record series use additional lines underneath the title.
7. **INCL. DATES** – Enter the inclusive dates for the records in the box.
8. **SCHEDULE/ITEM NO.** - Enter the schedule and item number from the records schedule. The schedule number will either be GS1-S or GS5. The item number is listed adjacent to the record series title in the records schedule.

The items at the bottom of the page are completed by records center staff.

Send the completed transmittal form to UWF Records Management, building 48. Records will be picked up and transported to the storage facility by Records Management staff upon receipt and review of the transmittal. A copy of the transmittal form will be returned to the department once records are stored.

RECORDS STORAGE TRANSMITTAL

Date: _____

From: _____
 _ Department Contact's Name (Please Print)

 Department Name Bldg/Rm Extension

The records listed below should be stored in Records Storage Facility until their respective dates for destruction in accordance with their Retention Schedule as indicated.

Shelf No.	Box No.	Record Series Title	Inclusive Dates	Schedule/Item No.

Date Stored: _____ Stored By: _____ Accession No: _____
