SCHOOL RECORDS TRANSFER LIST

FULTON COUNTY BOARD OF EDUCATION

RECORDS MANAGEMENT OFFICE

INSTRUCTIONS: **Complete Sections I and II. Number all boxes consecutively. On one end of the box in the upper right-hand corner, put the retention number; in the upper left-hand corner, put the box number; and in the middle, put the school name. Send the ORIGINAL to theRecords Management Department and keep a copy for your files**

SECTION I

School Transferring Records

Date Records Packed in Box

Number of Boxes Transferred

Store Records ☐

Destroy Records ☐

Principal's Signature

CONTACT PERSON/ROOM NO.

SECTION II **List Box #, Retention # and Contents for each box transferred. BE SURE TO INCLUDE DATES. Please group like retention schedule numbers together. You can list up to 10 boxes on each Transfer List.**

BOX #	RETENTION #	CONTENTS	DATES INCLUDED	DESTRUCTION DATE

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