

**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/department name. Send the ORIGINAL to the Records Management Department at The Meadows and keep a copy for your files.

**SECTION I**

School/Department Transferring Records

Date Records Boxed

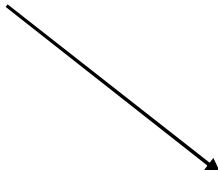
Number of Boxes Transferred

School/Department Head Signature

Record Series Title

Store Records  
 Destroy Records  
 Scan/Microfilm Records (Departments)  
 Destroy Source Documents  
 Return Source Documents  
 \_\_\_\_\_

**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. Please fill in the Destruction Date.

BOX #	RETENTION #	CONTENTS	DATES INCLUDED	DESTRUCTION DATE