**Wenatchee Valley College**

**RECORDS STORAGE & DISPOSAL FORM**

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| --- |
| THIS BOX IS INTENDED FOR (check one) BOX NUMBER |
| \_\_\_\_ immediate disposal |
| \_\_\_\_ permanent storage |
| \_\_\_\_ storage until disposal date indicated here: |
| (*month/year*)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

***Confidential records*** *-* box must be kept sealed until disposal, and documents must be shredded or destroyed.

* ***Public records*** *-* paper documents may be recycled after disposal date.

Division/Department/Office: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Prepared by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Extension: \_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_

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| **Item** | **Type & Description of Records in this Box** | **Inclusive**  **Dates** | **Other Information** |
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*Please type or print neatly and in ink and send to “Facilities”. Please provide complete information about the contents of the box. A label will be prepared and someone will come to take the box(es) to archives as soon as possible. You will get a copy of this form with the box number for your records. Please provide that number when you need to retrieve a paper from the box. Call Facilities (ext. 6450) for help with descriptions, retention periods, confidentiality status, record series code, etc.*