

HISD RECORDS MANAGEMENT DEPARTMENT

CHECKLIST FOR PREPARING RECORDS FOR STORAGE

The following checklist will assist you in preparing your files for transfer to storage:

1. *REVIEW FILES.*

Non-records items will not be accepted. (See attachment A for examples.)

2. *GROUP FILES BY RECORD SERIES AND/OR RETENTION PERIOD.*

Files are grouped by record series and/or retention period. This information can be obtained from the retention schedule for district offices/departments entitled *Records Management Administrative Departments*. Departments maintaining school specific information (ex. Multilingual Dept.) may also need to refer to the retention schedule for schools entitled the *Records Management Plan for Schools*. (Note: the retention schedule for district offices/departments does not contain the retention schedule number – call the Records Management Department for this information.)

3. *PLACE FILES IN STORAGE BOX (ES).*

Letter-size folders/records should be stored across the 12” width of the box and legal-size stored across the 15” width of the box.

Place all records for the same retention period together.

Plastic folders, hanging files, and/or other costly filing supplies should be removed.

Use only standard file storage boxes, 12” x 15” x 10”, which can be obtained from the HISD Warehouse (SAP material number 2692).

4. *LABEL BOXES(ES).*

Use black markers ONLY.

Print the required information in the legend area of the box:

DEPARTMENT NAME

BOX NUMBER – numbering begins with one (1) and continues in sequence for all boxes transferred thereafter. NO NUMBER IS REPEATED.

Additional helpful information can also be put on the box such as the record series description, number range, and date range.

EXAMPLE: Payroll Checks

Employee Files

5. *PREPARE THE RECORDS TRANSFER TRANSMITTAL FORM.*

The form on page four must be typed or neatly printed and contain the following information:

- (A) Retention Schedule Number - obtain from your retention schedule if record series is listed. If the record series is not listed on the retention schedule, leave blank.

EXAMPLE: 1000-26 (b)

- (B) Destroy Date – calculated based on the date of the records to be stored and the retention requirements – DO NOT CALCULATE BASED ON THE DATE YOU ARE SENDING TO STORAGE.

EXAMPLE: records to be sent to storage are from the 1994-1995 school year and has a two-year retention – the destroy date would be recorded as: September 1997 or 9/1997.

- (C) Records Series Title, Description and/or Range – obtain from retention schedule. Description used in the department to identify the record could also be added.

EXAMPLE: Banking Records (retention schedule description)
Yellow Check Vouchers (department description)
12345 – 67890 (range)

- (D) Date Range - time period (dates) of the records to be sent to storage.

EXAMPLE: 1994 –1995 or 9/5/95

- (E) Department Box Number – unique identifying number issued by the department. If you have a question as to what box number to start with, contact your department records representative or the Records Management Department.

- (F) Record Center Location – LEAVE BLANK – FOR RECORDS MANAGEMENT USE ONLY.

- (G) Department Information -- On the bottom section of the form, fill in the necessary information for your department and obtain the authorizing signature approving the transfer of the records to storage.

See sample completed records transfer transmittal on attachment B.

HOUSTON INDEPENDENT SCHOOL DISTRICT REQUEST TO TRANSFER RECORDS

SR #:

In accordance with the HISD RETENTION SCHEDULE, the department listed below request to transfer the following Records to the Records Center:

RETENTION SCHEDULE NUMBER	DESTROY DATE	RECORD SERIES TITLE DESCRIPTION AND / OR RANGE	DATE RANGE FROM / TO	DEPARTMENT BOX NUMBER	RECORD CENTER LOCATION
(A)	(B)	(C)	(D)	(E)	(F)

DEPARTMENT: _____ **(G)** _____

TELEPHONE NO.: _____

PREPARED BY: _____

TOTAL NUMBER OF BOXES TO BE TRANSFERRED: _____

APPROVED BY: _____
(Department Head - full name)

DATE: _____

RECORDS MANAGEMENT DEPT. USE ONLY	
TRANSMITTAL RECEIVED BY:	DATE:
RECORDS TRANSFERRED BY:	DATE:

6. *PREPARE ITEMIZED LIST (only if needed).*

A list of the contents of each box should be compiled only if the record series description and date range is not sufficient to easily identify the records if retrieval is needed.

EXAMPLE: Personnel Department – list of employees files
Research Department – list of research project files

7. *SUBMIT THE COMPLETED FORM TO RECORDS MANAGEMENT.*

Send the completed records transfer transmittal to Records Management, Administration Building, Level 4 West, Route 10.

Retain a copy for your files and submit one to your department records representative.

8. *SCHEDULING TRANSFER.*

Upon receipt of the records transfer transmittal, it will be reviewed for completeness and a date scheduled for transferring the records will be assigned.

NOTE: *Any discrepancies to the procedures will delay the transfer of your department's records to the off-site storage. If you have any questions, contact the Records Management Department at 892-6734 or 892-6735.*

Boxing Tips:

1. Do not over pack the boxes – leave about a 2-inch space. This will help facilitate the retrieval and refile process if a folder is requested to be pulled.
2. Do not send a box with just a few folders. If there is not a lot of folders for a particular school year to fill a box, another school year can be added to that box but both years should be grouped alphabetically for its specific school year. Please put a file separator between the different years that is stored in the boxes if there is more than one year. Example: a blank sheet of paper with 1993-1994, 1994-1995, etc. between each group of records.

Attachment A
NONRECORD MATERIALS

The following items generally are **NOT** records

1. Stocks of publications and printed brochures that are not originals.
2. Library material acquired and preserved for reference including textbooks, periodicals, and other technical reference materials.
3. Unsolicited announcements, invitations or other materials that are not filed as evidence of business activity or production operations.
4. Preliminary drafts, worksheets, memoranda, and informal notes which do not represent significant steps in the preparation of record documents.
5. Routing slips that contain no pertinent information or approvals used to direct the distribution of papers and correspondence.
6. Personal property such as employee's own copies of personnel file, certificates, training documentation, etc.
7. Extra copies of records in addition to "official" records contained elsewhere. Duplicate copies of records maintained as reading, convenience, tickler, and identical copies maintained with the "official" records are nonrecords if they are maintained only for reference and convenience and do not contain additional information.
8. Blank forms, file and office supplies, or other items that can be found in the store's warehouse.

Note: Nonrecord materials should not be mixed with "official" records.

ADDITIONALLY, DO NOT FILE:

Records eligible for destruction — they should also not be sent to off-site storage.

Papers belonging to another office or file station — they should be routed appropriately.

Junk mail.

HOUSTON INDEPENDENT SCHOOL DISTRICT
REQUEST TO TRANSFER RECORDS

SR #:

In accordance with the HISD RETENTION SCHEDULE, the department listed below request to transfer the following Records to the Records Center:

RETENTION SCHEDULE NUMBER	DESTROY DATE	RECORD SERIES TITLE DESCRIPTION AND / OR RANGE	DATE RANGE FROM / TO	DEPARTMENT BOX NUMBER	RECORD CENTER LOCATION
1025-28	2001	Bank Records – Bank Billings TCB & FirstInterstate	92-94	10657	
1025-28	2003	Bank Records – Collateral & Investment Sales Tax	1996	10658	
1025-28	2003	Bank Records – Transaction Records	12/95 – 3/96	10659	
1025-28	2002	Bank Records – Investments and Interfunds	1994 – 1995	10660	
1025-28	2002	Bank Records – Payroll Agencies and Tax Returns	1995	10661	
1025-28	2002	Bank Records – Treasury Journals Agencies and Interest	1995	10662	
1025-28	2003	Bank Records – Banking Supplies, Billings Deposit Schedules	1996	10663	
1025-28	2003	Bank Records – Treasury Reconciliation's and Trust Work	1996	10664	
1025-28	2002	Bank Records – Tax Lock Box Account	1995	10665	
1025-28	2003	Bank Records – Treasury Transactions	6/96 – 8/96	10666	
1025-28	2003	Bank Records – Treasury Transactions	3/96 – 5/96	10667	

DEPARTMENT: _____

TELEPHONE NO.: _____

PREPARED BY: _____

TOTAL NUMBER OF BOXES TO BE TRANSFERRED: _____

APPROVED BY: _____
(Department Head - full name)

DATE: _____

RECORDS MANAGEMENT DEPT. USE ONLY	
TRANSMITTAL RECEIVED BY:	DATE:
RECORDS TRANSFERRED BY:	DATE:

HOUSTON INDEPENDENT SCHOOL DISTRICT REQUEST TO TRANSFER RECORDS

SR #:

In accordance with the HISD RETENTION SCHEDULE, the department listed below request to transfer the following Records to the Records Center:

RETENTION SCHEDULE NUMBER	DESTROY DATE	RECORD SERIES TITLE DESCRIPTION AND / OR RANGE	DATE RANGE FROM / TO	DEPARTMENT BOX NUMBER	RECORD CENTER LOCATION

DEPARTMENT: _____

TELEPHONE NO.: _____

PREPARED BY: _____

TOTAL NUMBER OF BOXES TO BE TRANSFERRED: _____

APPROVED BY: _____
(Department Head - full name)

DATE: _____

RECORDS MANAGEMENT DEPT. USE ONLY	
TRANSMITTAL RECEIVED BY:	DATE:
RECORDS TRANSFERRED BY:	DATE: