

Transferring Records to the District Records Center

The **REQUEST TO TRANSFER RECORDS FORM** must be typed or neatly printed and have parts (A-F) completed :

- A. Retention Schedule Number- obtain from SD or GR Schedule
- B. Destroy Date- calculated based on the date of the records to be stored and the retention requirements
- C. Records Series Title, Description and/or Range
- D. Date Range-dates of the records to be sent to storage
- E. Department Box Number- issued by Records & Information Management
- F. Department Information

Note: Non-records items will not be accepted.

Scan and email the completed form to RecordsManagement@houstonisd.org for review and processing.

Submit itemized list or Special Education EXCEL spreadsheet if needed.

HOUSTON INDEPENDENT SCHOOL DISTRICT
 REQUEST TO TRANSFER RECORDS

SR #: FP7001
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In accordance with the HISD RETENTION SCHEDULE, the department/school listed below requests to transfer the following records to the District Records Center (DRC):

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	
GR1025-26a	7/1/2026	Accounts Payable Records	7/1/2020 – 12/31/2020	2042	02-A-4-16
GR1025-26a	7/1/2026	Accounts Payable Records	1/1/2021 – 3/31/2021	2043	02-A-4-17
GR1025-26a	7/1/2026	Accounts Payable Records	4/1/2021 – 6/30/2021	2044	02-A-4-18
GR1025-26a	7/1/2026	Accounts Payable Records Travel Reimbursement	7/1/2020 – 6/30/2021	2045	02-A-4-19

SCHOOL / DEPT: Records & Information Management TELEPHONE NO.: 713-556-8055

PREPARED BY: Shanycka Morris **F** TOTAL NUMBER OF BOXES TO BE TRANSFERRED: 4

APPROVED BY: Alex Eirakini DATE: 6/30/2021
(Department Head - full name)

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