

RECORDS SENT TO WAREHOUSE FOR STORAGE

Instructions for Records Shipped to the District Warehouse for Storage

- 1) Use a banker's box for storage of your records. The Southwest online order number is: SSS1440LRG.
- 2) Clearly mark on the end of the box in the space provided the following:
 - a) Fill "from" and "to" dates
 - b) Sending location (school site, department, contact person, etc.)
 - c) Description of contents
 - d) Destroy date – must be entered as follows: dd/mm/yyyy
- 3) Upon completion of the above steps, email the Warehouse when your boxes are ready, and they will be picked up during your next scheduled Warehouse delivery.
- 4) Contact Purchasing if you have any questions.

Please make sure that all information on the records storage box is legible. This is the only way the Warehouse can log your records in our database.

NOTE: RECORD BOXES WILL NOT BE REMOVED FROM YOUR DEPARTMENT OR SCHOOL SITE UNLESS THEY FULLY COMPLY WITH THE ABOVE INSTRUCTIONS AND PROCEDURE.