

INSTRUCTIONS FOR FILLING OUT
THE RECORDS STORAGE FORM

1. Fill in your department name, address, and phone number, the date, and the total number of boxes to be stored.
2. Place a **unique** number on each box and write that same number in the **USER BOX #** column. A box number can be up to 10 characters long (e.g. 02DEP005).
3. Locate a description of your records in the current TAMUS Records Retention Schedule and write the Agency Item number(s) (RRS field #5) that corresponds with the records series you are sending in the column labeled **Retention Schedule Agency Item #**. If you are unsure what type of records you have, please call 326-2180 for assistance.
4. Fill in the description of the box contents in the **Description** column. The description can include the Retention Schedule description or your own specific document description.
5. Fill in the inclusive dates of the records box. Please include **month** and **year**.
6. The Records Coordinator/Office of Compliance and the Department Head must sign the form.
7. Please submit the original of the Records Storage Form with your boxes. Keep a copy for your reference.

Basic Records Storage Information:

These specific boxes are accepted for storage due to shelf and equipment specifications.

Standard Storage Box: 15”L x 12”W x 10”H, 1.22 cubic feet

Voucher Storage Box: 9”W x 4 ¼ “H x 24”L, 1.00 cubic feet