**Wenatchee Valley College**

**RECORDS STORAGE & DISPOSAL FORM**

|  |
| --- |
| 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: \_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Type & Description of Records in this Box** |  **Inclusive** **Dates** | **Other Information** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

*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.*