

Alachua County Public School  
Forms, Reports and Records Management  
**Request to Destroy Scheduled Records**  
**School/Department Work Copy**

**Instructions:**

1. Schools/departments can look online at sbac.edu for a copy of the “General Records Schedule GS1 - SL (State and Local Government Records) or GS7 (Public School Records) to use in deriving the item in the Record Series. Linked from our forms website at bottom of page or at the [Florida Government Information](#) website.
2. Separate boxes which compactly accommodate single item numbers will make the process easier.
3. If multiple items listed are included in one box, bracket the items contained in the box and indicate only “1” box in the number of boxes column.
4. Make sure Inclusive Dates are accurate: (ex: mm/dd/yy - mm/dd/yy)
5. Dimensions should indicate the length, width and height in inches.
6. Return completed form to Kim Matheny Jones at the District Office who will then send you box labels and will notify the warehouse for pick up.

Call forms and Records Management for assistance, if necessary. (*Kim Jones Matheny @ 955-7722*)

**Record Series List Schedule Number GS1-SL or GS7**

| Book Used | Item # | Title | Inclusive Dates | Dimensions | # of Boxes |
|-----------|--------|-------|-----------------|------------|------------|
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I hereby certify that the records to be disposed of are correctly represented above, that any audit requirements for the records have been fully justified, and that further retention is not required for any litigation pending or imminent.

\_\_\_\_\_ Date \_\_\_\_\_  
Department/School

\_\_\_\_\_ Print Name \_\_\_\_\_  
Authorized Signature