



Management Information Resources  
**Request to Store Scheduled Records**  
 School/Department Work Copy

Instructions:

1. Schools/Departments can look online at [sbac.edu](http://sbac.edu) / on the forms page under “For Employees” 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.
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. Be sure Inclusive Dates are accurate (ex: mm/dd/yy-mm/dd/yy).
5. Dimensions should indicate the length, width and height in inches.
6. Call Records Management, at 955-7722, for assistance, if necessary.
7. Return completed school/department work copies to Information Resources. Records Management.

**Record Series List Schedule Number GS1-SL or GS-7**

Book Used	Item #	Title	Inclusive Dates	Dimensions	# Boxes

\_\_\_\_\_  
 Name of person submitting request

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Department or School