Records Management

Request to Store Scheduled Records

School/Department Work Copy

Instructions: *For assistance in completing the required table below, please reference the GS1-SL or GS7 Records Schedule to identify the "book used, Item # and title."*

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. If possible, keep all same item #'s in one box.
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. Return completed school/department work copies to recordsmanagement@gm.sbac.edu.
7. In the subject line of your email please type **STORAGE REQUEST**. See Records Management sheet for recent updates.
8. Call Records Management for assistance, if necessary. *(Brittney Frisina @ 955-7300, ext. 1225)*

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 _____

Form No.: RMF-2122-001 – Request to Store Scheduled Records / Records Management
New Date: 10/27/21