

Records Retention Quick Reference Sheet

Supplies Needed

| Item # | Description | Cost | Note |
|--------|-------------|-------------------|--|
| 300001 | Storage Box | \$28.98 per dozen | Order qty of 1, will ship one dozen boxes w/lids |
| 300002 | Box Label | \$2.60 per dozen | Order qty of 1 will ship package of 12 |

Order from warehouse via Munis requisition

Send Records For Storage

1. Completely fill box label in black, permanent marker, and affix to box
2. **Go to "for staff" page on BISD website.**
3. **Select the BISD support portal**
4. **Select "Purchasing & Central Stores" module**
5. **Be sure to login, then click the "submit ticket" button**
6. Fill in all necessary information, selecting "sending to storage" from the category drop down menu
7. In "detailed description" include number of boxes and any other information to simplify the process
8. Click the submit button

Return Records To Campus

1. Follow steps 2-5 of "send records for storage" procedure
2. Fill in all necessary information, selecting "i need some records" from the category drop down menu
3. In "detailed description" include box number(s) and/or search terms if box number not available
4. Click the submit button

