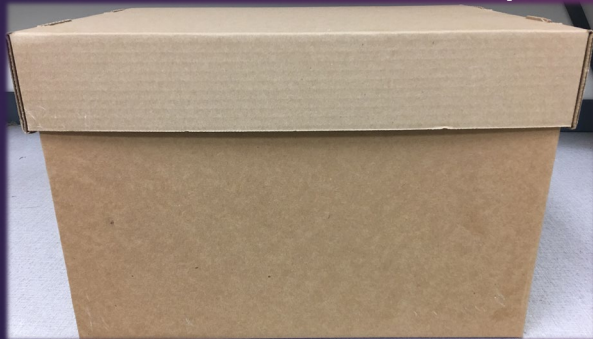


Birdville ISD
2022-23
Records
Storage and
Shredding
Procedures



Records Storage, General Info

- Must order boxes and labels from warehouse via Munis Requisition
- Boxes - Item #300001, Cost \$28.98 per dozen
- Labels – Item #300002, Cost \$2.60 per dozen
- When ordering, an order qty of 1 will ship a box/bag of 12
- Refer to the Secretary Hub in Munis for retention information
- Fill label completely, with black permanent ink marker
- Details may be entered, up to 200 characters
- Place label on box, centered, just under handle opening
- Enter ZenDesk request for pickups and/or returns

A sample of a 'BIRDVILLE ISD RECORDS STORAGE LABEL' form. The form includes fields for 'Campus/Department', 'Box contents (be specific)', 'Date to be disposed', and 'Boxed By'. It also contains a small note at the top: 'Form marker, label and content must be entered in black permanent marker. Check amount on label to box before handling contents.'

Prepping The Label

Enter Campus# and Name or Department # and Name

BIRDVILLE ISD RECORDS STORAGE LABEL

Form must be filled out COMPLETELY and legibly, using black permanent marker, then placed on end of box below handle opening.

Campus/Department: _____

Box contents (be specific): _____

Enter only the year to be disposed

Date to be disposed: _____

Boxed By: _____

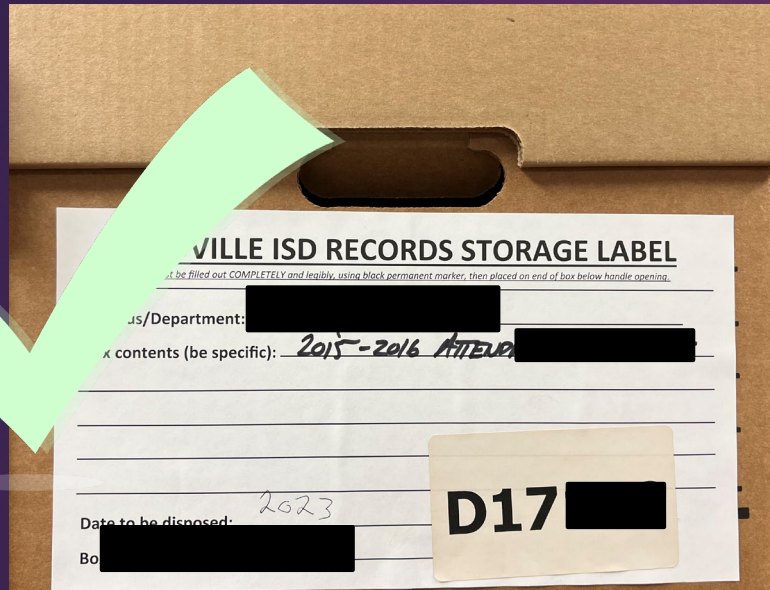
Describe contents in a way that makes it easy to remember and/or locate later. Limit in database is 200 characters.

Initials or name of whomever boxed the records.

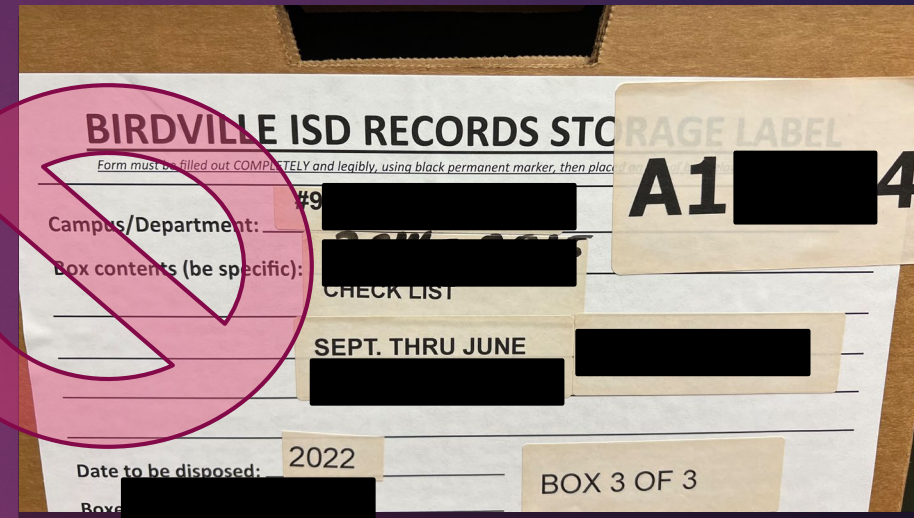
Please leave this area blank for District ID Label



Prepping The Label (2)



Label placed centered and just under the handle area. Campus/department filled in correctly. Contents area well written. Reserved area left for our label



"box 3 of 3" label in area reserved for Records Dept. use. As a result, our label had to be relocated. Description not written by hand and scattered around the label.



Making the Request

[DISTRICT HOME](#) [SELECT A SCHOOL →](#) [TRANSLATE →](#)

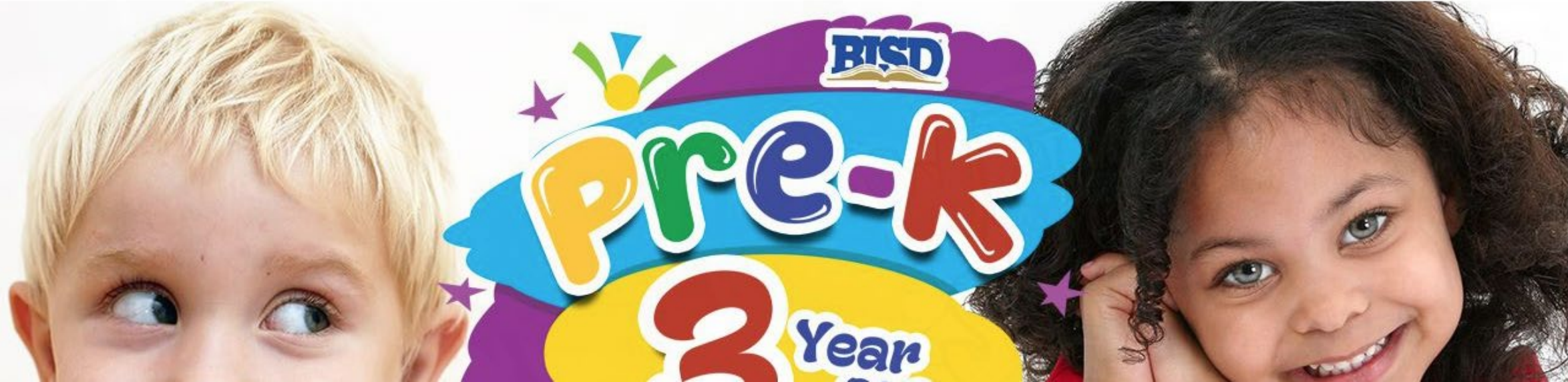


Birdville Independent School District



- Home
- About BISD
- ADMIN
- Board of Trustees
- Departments/Programs
- For Staff
- Schools
- Employment

- Family/Community
- News
- Translate
- Anonymous Alert
- Calendar





STAFF RESOURCES

[Applicant Database \(District Admins\)](#)

[Benefits](#)

[BISD Support Portal & Knowledge Base \(Facilities, Technology and Central Stores\)](#)

[Campus List \(2021-22\)](#)



[Contacts](#)

STAFF ANNOUNCEMENTS



[Birdville ISD celebrates our retirees](#)

Birdville ISD's Retirement Class of 2022 consists of 88 individuals that gave a combined 1,733 years to the BISD family, and more than 2,357 combined years to public education. Thank you for your service and enjoy a long and healthy retirement. Click title to view pictures of many of the honorees.

[Hello: Is Anyone There? Will We Be Able to Reach You? ↓▲](#)

Birdville ISD uses the contact information in an employee's Munis Employee Self-Service record. To ensure that you receive all phone or text communications from the District, please verify your contact information in Munis.



STAFF QUICK LINKS

[Administrative Handbook](#)

[Administrative Regulations](#)

[Frontline, formerly AESOP](#)

[BISD Calendar](#)

[Blackboard \(Bb\) Connect](#)

[Board Policy Online](#)

[Canvas](#)



Technology Facilities Management Purchasing & Central Stores

Welcome to the Birdville ISD Support Portal

How can we help? Please select from the options below:



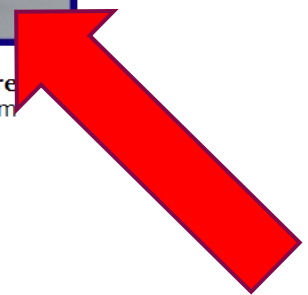
If you need help with your **BISD technology equipment** (including projectors, smart boards, printers, iPads, etc.) visit the Technology Department Knowledge Base where you can find answers and submit a help ticket



If you have a **BISD maintenance or facilities issue** (including air conditioning, heating, plumbing, electricity, etc.) visit the Facilities Management Knowledge Base where you can find answers and submit a help ticket.



BISD Purchasing & Central Stores Knowledge Base and ticket system



See my requests Submit a request Sign in




Search

Trending Topics:


Placeholder	Placeholder
Placeholder	Placeholder



Select a topic below to view our knowledge base articles for quick tech tips and info:
You do not have to select a category to submit a ticket, just click the red circle above.


Textbooks


Records / Shredding


Forms

Step 1
Sign In

Step 2
Click the Submit Ticket badge

CC

Copy others by adding their email

Category *

Select "Records/Sending To Storage" or "Records/I Need Some Records" ▾

Please tell us what category your problem is

Location *

Select your location from drop down list ▾

Please enter the location of your request

Area of Facility / Room # *

Please enter area or room in which the boxes are located

Please enter the area or room number for this request

Phone Number or Extension

Enter phone Number or Extension

In case we have to contact you with additional questions on your request, please provide your phone number.

Summary / Title of Request (a few words about your request) *

Enter either "records needed" or "records to return"

Once you start typing in the title field, knowledge base articles will populate below that may be relevant to your problem.

Detailed Description *

For "I NEED SOME RECORDS", Enter the box number (just the box number) for each box you need.

For "SENDING TO STORAGE", only enter the number of boxes we are picking up.

If these are NEW records boxes, please enter "NEW BOXES – XX" (XX being the number of boxes to be picked up).

Please enter the area or room number for this request

Phone Number or Extension

In case we have to contact you with additional questions on your request, please provide your phone number.

Summary / Title of Request (a few words about your request) *

Once you start typing in the title field, knowledge base articles will populate below that may be relevant to your problem.

Detailed Description *

Please enter the details of your request. A member of our support staff will respond as soon as possible.

Attachments

Add file or drop files here

Submit



Click "Submit"
You're All Done!

Records Storage Warehouse

- ▶ Records are picked up from your facility and brought to storage warehouse
- ▶ Records are tagged, cataloged and placed in storage until disposition year
- ▶ Detailed listing of stored records is sent to Principal or Director



RACK	SHELF	BOX #	CAMPUS	DEPT	CONTENTS	DISP YR	PKD BY
U	3	S17281	943	SPED RECORDS	SERVICE END DATE 2015-2016,BOX 278	2023	BOWMAN
	3	S17282	943	SPED RECORDS	SERVICE END DATE 2015-2016,BOX 280	2023	BOWMAN
	3	S17283	943	SPED RECORDS	SERVICE END DATE 2015-2016,BOX 265	2023	BOWMAN
	3	S17284	943	SPED RECORDS	BOX 241,PSY 2014-2015	2020	BOWMAN
	3	S17285	943	SPED RECORDS	BOX 228,PSY 2012-2013	2023	BOWMAN
	3	S17286	943	SPED RECORDS	SERVICE END DATE 2015-2016,BOX 274	2021	W BOWMAN
U	14		Boxes On This Shelf				
	4	S17135	943	SPED RECORDS	BOX 91,END 2013-2014	2021	W BOWMAN
	4	S17136	943	SPED RECORDS	BOX 92,END 2013-2014	2021	W BOWMAN
	4	S17137	943	SPED RECORDS	BOX 93,END 2013-2014	2022	W BOWMAN
	4	S17138	943	SPED RECORDS	BOX 156,END 2014-2015	2022	W BOWMAN
	4	S17139	943	SPED RECORDS	BOX 158,END 2014-2015	2022	W BOWMAN

Records Storage Warehouse Important Information

- ▶ Records are cataloged based on the information you write on the labels. Once we have put our label on, all that information becomes part of that box's permanent record.
- ▶ In order to keep the integrity of our system in place, we ask that you DO NOT modify or remove box labels once they have our district ID tag on them until the following process is completed.
 - ▶ Send an email to jeff.funderburgh@birdvilleschools.net with "records label change" as the subject
 - ▶ Include the box number(s), what is being modified and who is making the modification(s)
 - ▶ We will determine if the changes warrant a new label or not and will advise you accordingly

Records Retrieval

I NEED MY DISTRICT STORED RECORDS. HOW DO I GET THEM???



Records Retrieval / Return / New Records to store Process

- ▶ Only request full boxes. We don't open them
- ▶ Enter ZenDesk ticket, selecting "Records // I Need Some Records" from the category dropdown
- ▶ Enter only the box number(s) in "detailed description", then submit ticket
- ▶ Within 2-3 days, records box(es) should arrive
- ▶ When ready to return, enter ZenDesk ticket, selecting "Records // Sending To Storage" option
- ▶ Enter number of boxes being returned in "detailed description", then submit ticket
- ▶ If sending NEW boxes to be cataloged, enter "XX new boxes for storage in "detailed description" field

Records Transaction Form

BOX NUMBER	RACK	SHELF	CAMPUS	
S17210	T	2	943	
CONTENTS			DEPT	
2013-2014, BOX 221			SPE. RECORDS	
			DISPOSAL YEAR	
			2022	
Box Sent To Campus: _____ Date: _____ By: _____				
Box Received At Named Campus By: _____ Date: _____				
Box Picked From Campus: _____ Date: _____ By: _____				
Pickup Confirmation Name: _____ Date: _____				
<u>Box Movement History</u>				
RECORD(S) REQUESTED	REQUESTED BY	MARKER	DATE SENT	DATE RETURNED
WHOLE BOX	W BOWMAN		4/13/2018	4/13/2018
WHOLE BOX	W BOWMAN		4/30/2018	5/2/2018

Stored Records Disposal

THEY'VE BEEN STORED LONG ENOUGH. WHAT HAPPENS TO THEM???



Disposal Of Records Already Stored In Warehouse

- ▶ Detailed notifications will come to campus Principal or Director in the fall of disposal year
- ▶ Principal or Director must sign approval form and return to warehouse
- ▶ Records will be disposed of in January of the following calendar year
- ▶ Certificate of disposal will be returned to campus Principal or Director

Birdville ISD Records Disposal Approval Report

RACK	SHELF	BOX NUMBER	CAMPUS	DEPT	CONTENTS	DISPOSAL YEAR
P	1	D17004	942	DUAL LANG ES	2012-2013,HIGH SCHOOL GRADUATES,LPAC GOLD FOLDERS,BOX 3	2020
P	1	D17009	942	DUAL LANG ES	2012-2013,HIGH SCHOOL GRADUATES,LPAC GOLD FOLDERS,BOX 1	2020
P	1	D17013	942	DUAL LANG ES	2012-2013,HIGH SCHOOL GRADUATES,LPAC GOLD FOLDERS,BOX 2	2020
3 Boxes From Above Shelf						
P	2	D17029	942	DUAL LANG ES	LPAC GOLD FOLDERS,2012-2013,D-K	2020
P	2	D17032	942	DUAL LANG ES	LPAC GOLD FOLDER,2012-2013,L-N	2020
P	2	D17034	942	DUAL LANG ES	LPAC GOLD FOLDERS,2012-2013,A-C	2020
P	2	D17035	942	DUAL LANG ES	LPAC GOLD FOLDERS,2012-2013,O-R	2020
P	2	D17039	942	DUAL LANG ES	2012-2013,HHS GRADUATES,LPAC GOLD FOLDERS	2020
P	2	D17040	942	DUAL LANG ES	LPAC GOLD FOLDERS,2012-2013,S-Z	2020
6 Boxes From Above Shelf						

Approved For Disposal By: _____

Total Boxes Eligible For Disposal, This Department 9 Date: _____

Campus Secure Shredding



I'M COVERED UP IN PAPERS TO BE SECURELY SHREDDED. WHAT DO I DO???



Campus Shredding Procedure (New for 2022)

- ▶ Secure shredding receptacles will be in workrooms beginning in mid-September
- ▶ Paper clips and/or staples, as well as normal manilla folders are perfectly fine
- ▶ Amplify will rotate each container on a 60 day cycle
- ▶ Zendesk tickets will no longer be accepted after 9/16/2022.
- ▶ If your bin(s) are full before scheduled pickup date, please contact me (817-615-0716)



Any Questions???

YA'LL HAVE A GREAT 2022-23 SCHOOL YEAR!!!!

Jeff Funderburgh

District I.M./FA/Records Specialist

Jeff.Funderburgh@birdvilleschools.net

O. 817-547-3950

M. 817-615-0716

