

PINELLAS COUNTY SCHOOLS
RECORDS STORAGE REQUEST
To: CENTRAL RECORDS OFFICE
Bernice Johnson Center
2929 County Road 193
Clearwater, FL 33759 • Pony Route A2
Telephone: 727-793-2701 • Fax: 727-793-2708
Email: eldere@pcsb.org

Please type or print in black ink
 (Instructions for completion on next page)

Records Center Use Only
Request Number

FROM	
Department/School	
Full name of Requestor	
Date	Phone + Extension

1 Box Number	DESCRIPTION OF RECORD SERIES	5 Retention Schedule		6 Record Dates		7 Records Center Use Only
		GS#	Item#	From	To	RC Box Number
	2 Title					
	3 Subtitle					
	Title					
	Subtitle					
	Title					
	Subtitle					
	Title					
	Subtitle					
	Title					
	Subtitle					
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Records Center Use Only
Records received by Records Center Staff _____
Central Records Staff Signature
_____ date

To complete the Records Storage Request please follow the directions below.
Please type or print information on form.

Item 1 - Dept/School box number-enter any number here that you also enter on the box label to associate this request with the actual box.

Item 2 - Description of Record Series must indicate accurately the contents of the box and relate to Item 5 below.

Item 3 - Subtitle - describe records as you may call them in your office (if applicable).

Item 4 - Sequence - list either the alpha or numerical sequence of records in each box (if applicable).

Item 5 - Retention schedule number and item number are to be taken from the General Records Schedule for School Districts and must refer to the appropriate description of Record Series indicated therein.

Item 6 - Record dates must show both beginning and ending dates (month and year) for the Records Series in each box.

Item 7 - Do not enter anything in the column RC Box Number. This number will be entered for you after the boxes have been picked up.

This form will be checked for completeness before records are picked up for storage. After receipt of these records, the Central Records staff will enter the records storage box number (Item 7). A copy of this form will be returned to your office for your use when requesting retrieval of records from the storage center. Each department will be responsible for knowing the correct Request Number (assigned by Records Center), Title (Item 2), Dept/School Box Number (Item 1), and RC Box Number (Item 7) when requesting retrieval of records from the Records Storage Center.