

**SCHOOL BOARD OF ALACHUA COUNTY
FORMS, REPORTS AND RECORDS MANAGEMENT**

**REQUEST TO DESTROY SCHEDULED RECORDS
School/Department Work Copy**

Instructions:

1. Schools/Departments have received 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 Forms and Records Management for assistance, if necessary.
7. Return completed School/Department work copies to Information Resources.

RECORD SERIES LIST SCHEDULE NUMBER GS1-SL or GS7

BOOK USED	ITEM #	TITLE	INCLUSIVE DATES	DIMENSIONS	# of Boxes
GS 7	153	Food Service Records - End of Day Paperwork		10"Hx12"Wx24"D	

I hereby certify that the records to be disposed of are correctly represented above, that any audit requirements for the records have been fully justified, and that further retention is not required for any litigation pending or imminent.

_____ Department or School

_____ Date

_____ Authorized Signature