

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

**REQUEST TO STORE 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 GS-7

BOOK USED	ITEM #	TITLE	INCLUSIVE DATES	DIMENSIONS	# of Boxes
GS7	153	Food Service Records - End of Day Paperwork		10"Hx12"Wx24"D	

Name of Person Submitting

Department or School

Date