



RECORDS MANAGEMENT
STORAGE BOX ORDER FORM

Tel. (305) 995-3289
records@dadeschools.net
Mail Code: 9411

STORAGE BOXES ARE PROVIDED FOR TRANSFERRING RECORDS TO THE DISTRICT RECORDS CENTER ONLY.
RECORDS MANAGEMENT DOES NOT PROVIDE STORAGE BOXES FOR ON-SITE STORAGE OF RECORDS.

Number of Boxes Requested: _____ **Date Requested:** _____

Department/School _____ Location No. _____ Room _____

Contact Person _____ Telephone No. _____

Address _____

Delivery Instructions _____

I certify that the requested boxes will be used to transfer records to the District Records Center, not for on-site storage of records, or any other purpose.

Administrator/Principal (PRINT) _____

Administrator's/Principal's Signature (REQUIRED) _____ Date _____

FOR RECORDS MANAGEMENT USE ONLY	
Delivered By _____	Date Delivered _____
<input type="checkbox"/> Delivered	<input type="checkbox"/> Picked-Up

FM-1695 Rev. (12-16)



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