

A completed and approved Records Archive Submittal Form is required for each box being placed in the Warehouse archive storage area.

Any documents to be archived must be in one of the boxes listed in the Warehouse Supplies Catalog, item numbers 9400 or 9410, which can be requested via a Warehouse Supplies Requisition.

Archive records fall into three classes: Class 1-Permanent, Class 2-Optional and Class 3-Disposable

ONLY ONE CLASS OF RECORDS IS ALLOWED PER BOX.

Partially filled boxes should remain in your department until they are completely full.

For documentation to assist in determining the class of your records and the destroy date, please go to:

https://www.avc.edu/administration/busserv/archiving_recordsretention

Once the Records Archive Submittal Form is complete and approved, place a hardcopy with your archive box and email warehouse@avc.edu to schedule the pickup.

Department: _____

Primary Contact Name: _____

Phone #: _____

Dean/Director Signature: _____

Class #: _____

Destroy Date: _____

Box Contents (please provide as much detail as possible):