

Antelope Valley Community College District

Business Services Area - Warehouse

Records Archive Submittal Form

This form must be completed before any box will be placed in the archive storage area. Any documents sent to be archived must be in one of the boxes listed in the Warehouse Supplies Catalog, item numbers 9400, 9410 or 9420.

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

Submitting Department: _____

Today's Date: _____ Destroy Date : _____

Primary Contact Name: _____ Phone: _____

Signature Dean / Director: _____ Date: _____

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

Class #

*****Only one class of records per box*****

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