



**DISTRICT SCHOOL BOARD OF PASCO COUNTY
RECORDS MANAGEMENT
REQUEST TO DISPOSE OF SCHEDULED RECORDS**

MIS Form #547
Rev. 02/17

Department/School	Submitted By (Administrator)				
Cost Center Contact Person & Phone Number _____					
Date _____					
<u>DESTRUCTION OF RECORDS WITH A RETENTION VALUE</u> <u>NEED PRIOR APPROVAL</u>					
Check only one: <input type="checkbox"/> Destruction <input type="checkbox"/> Scan and Destroy <input type="checkbox"/> Other _____					
General Record Schedule GS1 or GS7	Record Series Title	Item Number	Retention	Volume in Cubic Feet	Inclusive Dates
TOTAL NUMBER OF BOXES MARKED "DESTRUCTION OF CONFIDENTIAL RECORDS"			TOTAL NUMBER OF BOXES MARKED "DESTRUCTION OF RECORDS TO BE RECYCLED"		
_____ Number of Boxes			_____ Number of Boxes		

Send completed form to Records Management for processing. Request must be submitted to Records Management and approved prior to disposal.