

Records Transmittal Sheet

Submit this sheet to Records and Information Management to send record boxes to our Records Center.

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TS193	Pima Community College Campus	Division ID* (up to 12 characters)	Department ID* (up to 12 characters)
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1	Barcode Box Number	Record Code*	Date Range / FROM	Date Range / TO	Alpha/Numeric Range - FROM	Alpha/Numeric Range - TO	Create Date	Event Date	Destruction Eligibility	Hold Code
			MM DD YYYY / /	MM DD YYYY / /			MM DD YYYY / /	MM DD YYYY / /	MM DD YYYY / / <u>or</u> <input type="checkbox"/> Permanent <u>or</u> <input type="checkbox"/> Undefined	

Place the SafeKeeperPLUS® BARCODE LABEL (T-Label) here	Major Description of Contents	Record Series Title
Retention Schedule/Item Number		

2	Barcode Box Number	Record Code*	Date Range / FROM	Date Range / TO	Alpha/Numeric Range - FROM	Alpha/Numeric Range - TO	Create Date	Event Date	Destruction Eligibility	Hold Code
			MM DD YYYY / /	MM DD YYYY / /			MM DD YYYY / /	MM DD YYYY / /	MM DD YYYY / / <u>or</u> <input type="checkbox"/> Permanent <u>or</u> <input type="checkbox"/> Undefined	

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3	Barcode Box Number	Record Code*	Date Range / FROM	Date Range / TO	Alpha/Numeric Range - FROM	Alpha/Numeric Range - TO	Create Date	Event Date	Destruction Eligibility	Hold Code
			MM DD YYYY / /	MM DD YYYY / /			MM DD YYYY / /	MM DD YYYY / /	MM DD YYYY / / <u>or</u> <input type="checkbox"/> Permanent <u>or</u> <input type="checkbox"/> Undefined	

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4	Barcode Box Number	Record Code*	Date Range / FROM	Date Range / TO	Alpha/Numeric Range - FROM	Alpha/Numeric Range - TO	Create Date	Event Date	Destruction Eligibility	Hold Code
			MM DD YYYY / /	MM DD YYYY / /			MM DD YYYY / /	MM DD YYYY / /	MM DD YYYY / / <u>or</u> <input type="checkbox"/> Permanent <u>or</u> <input type="checkbox"/> Undefined	

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Retention Schedule/Item Number		

5	Barcode Box Number	Record Code*	Date Range / FROM	Date Range / TO	Alpha/Numeric Range - FROM	Alpha/Numeric Range - TO	Create Date	Event Date	Destruction Eligibility	Hold Code
			MM DD YYYY / /	MM DD YYYY / /			MM DD YYYY / /	MM DD YYYY / /	MM DD YYYY / / <u>or</u> <input type="checkbox"/> Permanent <u>or</u> <input type="checkbox"/> Undefined	

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Retention Schedule/Item Number		

PREPARER'S FULL NAME	DATE	DIVISION ID	DEPARTMENT ID	TELEPHONE NO. AND EXTENSION	CAMPUS
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