

Records Transmittal Sheet

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

Page of

Division ID* (up to 12 characters) **YOUR DIVISION = FINANCE**

Department ID* (up to 12 characters) **YOUR DEPARTMENT = Business Serv and Travel**

Pinna Community College Campus **YOUR CAMPUS**

Barcode Box Number	Record Code*	Date Range / FROM MM DD YYYY	Date Range / TO MM DD YYYY	AlphaNumeric Range - FROM	AlphaNumeric Range - TO	Create Date MM DD YYYY	Event Date MM DD YYYY	MM DD YYYY	MM DD YYYY	Destruction Eligibility	Hold Code
1										<input type="checkbox"/> Permanent <input type="checkbox"/> Undefined	
Place the SatekeeperPLUS® BARCODE LABEL (Label) here		Major Description of Contents End day xx/xx/xxxx star day xx/xx/xxxx		Reten ion Schedule/Item Number		Record Series Title Describe what is inside each box / content					
2										<input type="checkbox"/> Permanent <input type="checkbox"/> Undefined	
Place the SatekeeperPLUS® BARCODE LABEL (Label) here		Major Description of Contents add your barcode # sticker (side/White # from Box)		Reten ion Schedule/Item Number		Record Series Title What is the retention schedule you are using Type what it is /sample - Travel bouchers, etc					
3										<input type="checkbox"/> Permanent <input type="checkbox"/> Undefined	
Place the SatekeeperPLUS® BARCODE LABEL (Label) here		Major Description of Contents		Reten ion Schedule/Item Number		Record Series Title					
4										<input type="checkbox"/> Permanent <input type="checkbox"/> Undefined	
Place the SatekeeperPLUS® BARCODE LABEL (Label) here		Major Description of Contents		Reten ion Schedule/Item Number		Record Series Title					
5										<input type="checkbox"/> Permanent <input type="checkbox"/> Undefined	
Place the SatekeeperPLUS® BARCODE LABEL (Label) here		Major Description of Contents		Reten ion Schedule/Item Number		Record Series Title					

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

PCC RIM PROVIDE ORIGINAL FORM TO PCC RECORDS AND INFORMATION MANAGEMENT. PHOTOCOPY THIS ORIGINAL AND RETAIN FOR YOUR RECORDS.

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Division ID* (up to 12 characters) **SAMPLE**

Department ID* (up to 12 characters) **(Your Dept) Business Services**

Pinna Community College Campus **Community Campus**

Division ID* (up to 12 characters) **(Your Division) Finance**

Barcode Box Number	Record Code*	Date Range / FROM MM DD YYYY	Date Range / TO MM DD YYYY	AlphaNumeric Range - FROM	AlphaNumeric Range - TO	Create Date MM DD YYYY	Event Date MM DD YYYY	MM DD YYYY	MM DD YYYY	Destruction Eligibility	Hold Code
1	953832756	xx/xx/xxxx	xx/xx/xxxx	A	Z					<input type="checkbox"/> Permanent <input type="checkbox"/> Undefined	
Place the SatekeeperPLUS® BARCODE LABEL (Label) here		Major Description of Contents FY 2014-Contracts, Agreements & Related Records-Dept #22		Reten ion Schedule/Item Number Purchasing/Procurement Record-000-11-54/Item01		Record Series Title Contract and Lease Record					
2	953832757	xx/xx/xxxx	xx/xx/xxxx	A	P					<input type="checkbox"/> Permanent <input type="checkbox"/> Undefined	
Place the SatekeeperPLUS® BARCODE LABEL (Label) here		Major Description of Contents FY2014 PCards, Pcard users report. Dept #23		Reten ion Schedule/Item Number Financial Record-GS1017/Item10057		Record Series Title Accounts Payable and Receivable Records -all other Public Bodies					
3										<input type="checkbox"/> Permanent <input type="checkbox"/> Undefined	
Place the SatekeeperPLUS® BARCODE LABEL (Label) here		Major Description of Contents		Reten ion Schedule/Item Number		Record Series Title					
4										<input type="checkbox"/> Permanent <input type="checkbox"/> Undefined	
Place the SatekeeperPLUS® BARCODE LABEL (Label) here		Major Description of Contents		Reten ion Schedule/Item Number		Record Series Title					
5										<input type="checkbox"/> Permanent <input type="checkbox"/> Undefined	
Place the SatekeeperPLUS® BARCODE LABEL (Label) here		Major Description of Contents		Reten ion Schedule/Item Number		Record Series Title					

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