Clear Form

Print form

The University of Georgia

Finance and Administration Records Center

Control Form

Date: _____

Location:

Administrative Services Warehouse
Finance & Administration Records Center

_____
Originating Division & Department

_____
Name of Person to be Contacted

_____
Email Address

_____
Telephone Number

_____
Fax Number

Preparation and Routing of Form

1. Prepare each file series separately and record each file series on separate lines.
2. Number boxes, CD/DVD's (1 of 5, 2 of 5, 3 of 5, etc).
3. Send a copy to the Finance & Administration Records Center with the files.
4. Please print clearly or type this form.

# Boxes	# CD/DVD	Fiscal Year Covered	Name of File Series *	Retention Code	Total Retention Period in Years	Disposition Date	Location of File Series - Record Center Use Only

* If filed in numerical or alphabetical sequence, give range of numbers or letters.

Nov, 2005
http://www.busfin.uga.edu/forms/record_center_control.pdf

Type & Number of Containers

Legal boxes: _____

Letter boxes: _____

Check Boxes: _____

CD's/DVD's: _____

Other Disposition in Lieu of Destruction

Archives: _____

Scan/CD: _____