RESET FORM

Department

Site

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
DISTRICT WAREHOUSE OPERATIONS
1465 N. Batavia
Orange, CA 92867

RECORDS TRANSMITTAL FORM

Administrator Signature

Date

RSCCD WAREHOUSE USE	DEPARTMENT USE				
BOX NUMBER	**SCHICK BAR CODE NUMBER**	**DESCRIPTION** Box Title, Range (i.e., A-Z, etc.), Date (1 box per line)	**PERM STATUS Y/N**	**YEAR IN WHICH LATEST RECORD ORIGINATED**	**DESTRUCTION MONTH/YEAR**

Instructions:
1) Complete form by filling in all but the shaded area, which is designated for RSCCD Warehouse use
2) Print the completed form
3) Obtain the appropriate administrators signature
4) Forward the form to District Warehouse Operations for processing (scan, fax or via District Mail)
5) Retain a copy for files