DO NOT WRITE IN THIS SPACE

CATEGORY	MUST BE A CATEGORY FROM THE RETENTION GUIDELINE
DISTRICT	DISTRICT OR OFFICE CODE
BOX ITEM	PAYMENTS, CORRESPONDANCE, BACK UP DOCUMENTS ETC.
BEGINNING DATE	6/10/2007
END DATE	6/10/2009
BEGINNING PAYMENT #	ONLY IF PAYMENTS ARE ENCLOSED
END PAYMENT #	
DESTROY DATE	CAN BE OBTAINED FROM RETENTION SCHEDULE/ OR SIAC WILL INSERT.

BOX CONTENTS		
TAKE 10 OR 15 MINUTES TO ITEMIZE DOCUMENTS BEING PLACED IN THE BOX.		
NAMES OF STUDENTS, PERSONNEL, COMPANIES ETC.		