

**FULLERTON SCHOOL DISTRICT
BUSINESS SERVICES DIVISION**

Date: September 11, 2009 (Revised)
To: All District Departments and School Sites
From: Ron Mullins, Supervisor of Purchasing & Stores
Subject: Old Records / Cums Control Policy

**Instructions for Records Shipped to the District Warehouse
for Storage:**

- 1) Use a Banker's Box for storage of your records. The FSD Stores Catalog number is #22.01001
- 2) **Clearly** mark on the end of the box in the space provided the following:
 - a) File "from" and "to" dates
 - b) Sending location (school site, department, contact person, etc.)
 - c) Description of contents
 - d) Destroy date
- 3) Upon completion of the above steps, E-mail David Struble: david_struble@fsd.k12.ca.us or Ron Mullins: ron_mullins@fsd.k12.ca.us when your boxes are ready, and they will be picked up during your next scheduled Warehouse delivery.

Please make sure that all information on the records storage box is legible. This is the only way the Warehouse can log your records in our database.

NOTE: RECORD BOXES WILL NOT BE REMOVED FROM YOUR DEPARTMENT OR SCHOOL SITE UNLESS THEY FULLY COMPLY WITH THE ABOVE INSTRUCTIONS AND PROCEDURE.

cc: David Struble, Stock Clerk/Transporter
Bette Crider, Buyer/Coordinator