



INSTRUCTIONS FOR FILLING OUT  
THE RECORDS STORAGE FORM

1. Fill in your department name, address, mail stop, and phone number, the date, and the total number of boxes to be stored.
2. Place a **unique** number on each box and write that same number in the **USER BOX #** column. A box number can be up to 10 characters long (e.g. 02DEP005).
3. Locate a description of your records in the current TAMUS Records Retention Schedule and write the Agency Item number(s) (RRS field #5) that corresponds with the records series you are sending in the column labeled **Retention Schedule Agency Item #**. If you are unsure what type of records you have, please call 458-1470 for assistance.
4. Fill in the description of the box contents in the **Description** column. The description can include the Retention Schedule description or your own specific document description.
5. Fill in the inclusive dates of the records box. Please include **month** and **year**.
6. The Records Coordinator and the Department Head must sign the form.
7. Please submit the original of the Records Storage Form with your boxes. Keep a copy for your reference.
8. Call or e-mail the Records Center to schedule a pick up time. Our phone number is 458-1470 and our e-mail is [RMDesk@lib-gw.tamu.edu](mailto:RMDesk@lib-gw.tamu.edu). If you would prefer to deliver your boxes to the Records Center, please call in advance.

**Basic Records Center Information:**

Standard records storage boxes are available from any office supply business. Please use maximum strength boxes. The Records Center can only accept these specific boxes for storage due to shelf and equipment specifications.

*Standard Storage Box:* 15”L x 12”W x 10”H, 1.22 cubic feet

*Voucher Storage Box:* 9”W x 4 ¼ “H x 24”L, 1.00 cubic feet

For boxes stored in the University Records Center:

1. You will be notified when your boxes are due for destruction according to the TAMUS Records Retention Schedule. Boxes are not destroyed without departmental approval.
2. Boxes may be viewed in the Records Center or returned to the department at any time upon request by authorized departmental personnel. Please call 458-1470 or email [RMDesk@lib-gw.tamu.edu](mailto:RMDesk@lib-gw.tamu.edu) and provide the box number(s) of the items you would like pulled.