



**CANUTILLO ISD WAREHOUSE DEPARTMENT  
AUTHORITY TO STORE RECORDS**

Complete the form in its entirety and email Excel Format File to Alex Aguilar (aaguilar@canutillo-isd.org) Warehouse Service Coordinator

Once the form is received in the warehouse, a Record Control # will be assigned. The form will be returned to campus/department for authorized signature.

A scheduled date will be assigned for pickup of Original signed document and storage boxes. When the documents come up for destruction we will send you an authorization to destroy documents form.

**No documents will be destroyed without your written permission.**

( ) I hereby authorize the Canutillo ISD Warehouse Department to store the below listed documents.

Department/Campus \_\_\_\_\_

Department Head Name and Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**\*Note: Record Number assigned by Warehouse Service Coordinator**

RECORD NUMBER	RECORDS SERIES DESCRIPTION	INCLUSIVE DATES	SD/GR RECORD RETENTION CODE	DESTRUCTION SCHEDULE

<p>( ) The destruction of the records listed above has been completed.</p>	WAREHOUSE DEPARTMENT USE ONLY
	Signature _____
	Title _____
	Date _____

\*Any questions please call Alex Aguilar 877-7496 or email aaguilar@canutillo-isd.org.