McALLEN INDEPENDENT SCHOOL DISTRICT
Reaching Beyond Excellence

Textbooks/Student Records
3317 W. Expwy. 83 McAllen, TX 78503
Phone: 956/971-4466 Fax: 956/971-4459

REQUEST FOR DESTRUCTION/DISPOSAL

Please Print or Type and Submit Original

DEPARTMENT/CAMPUS NAME:	**NUMBER OF BOXES:**
DESTRUCTION OF RECORDS REQUESTED BY: **TITLE:**	**TELEPHONE NO:** (956)

RECORDS DISPOSAL AUTHORIZATION:

I hereby certify that the records/material to be disposed of are correctly represented below, that any audit requirements for the records have been fully justified, and that further retention is not required for any litigation pending or imminent. The records/material listed below have been disposed of in an approved manner by the District and on the date shown.

Authorized Signature **Date**

METHOD OF DESTRUCTION/DISPOSAL

The scheduled records listed below will be disposed of in the manner checked below (Specify only one)

☐ **SHRED**
☐ **RECYCLE**
☐ **OTHER _____**

APPROVED LIST OF RECORD SERIES TITLES FOR DESTRUCTION

Box Location Number (If records stored in district storage)	Box #	Title/Description	Contents	Date of Records (Fiscal Year)	DESTROY AFTER

DO NOT WRITE BELOW THIS AREA (FOR OFFICE USE ONLY)

Request ☐ Approved ☐ Denied Date: Work Order #:_____ Date Boxes Received:

_____/_____/_____ ☐ Records Dept ☐ Recycling Center _____
Destruction Date **(Destruction Location)** Employee Assigned:

MISD Textbook/Student Records Staff will destroy and dispose of records based on guidelines contained in the Texas Library and Archives Commission – Retention Schedule for Records of Public School Districts.

- Records will not be destroyed without the knowledge and consent of the requesting campus or department.
- For ease in handling for the warehouse delivery crew and student records staff, please do not over pack boxes.

CAMPUS/DEPT	ORGANIZATION #
RECORDS TITLE	
FISCAL YEAR	
Box #	of

DESTROY