



Business Office

CHENANGO FORKS CENTRAL SCHOOLS

1 Gordon Drive, Binghamton, New York 13901 • (607) 648-7564 • Fax (607) 648-7560

Records Retention and Disposition Schedule ED-1

1. Request a box(es) from Linda Earls (we use special boxes now).
2. Complete a Records Inventory Data Worksheet using the following information:
 - description of contents of box (code from the ED-1 Schedule)
example: Official Minutes and Hearing Procedures – 1(1) the first number is the page number the number in parenthesis is the code.
 - date contents can be disposed of
 - department the box is coming from
3. Complete a Records Inventory Data Worksheet. Each box needs its own worksheet.
4. Place a copy of the Data Worksheet in the Box.
5. Tape a copy of the Data Worksheet to the top of the box.
6. Keep a copy of the Data Worksheet for yourself.
7. Call Jim Munley, Supervisor of Grounds and Maintenance, to have your box(es) taken to storage. Please do not request a cleaner or maintenance person to do this.
8. Send a copy of the Data Worksheet to the Business Office attention Dawn Phoenix **after the box(es) have been picked up**. This will verify that the box(es) has been taken to storage.

*Special notes:

- Several different codes can be placed on a Records Inventory Data Worksheet and placed in a box as long as the scheduled destroy date is the same.

Shredding

Clearly mark the box(es) of what is being shred

- description of contents of box (code from the ED-1 Schedule)
example: Official Minutes and Hearing Procedures – 1(1) the first number is the page number the number in parenthesis is the code or if there is no code for what is being shred, a description of what is being shred.
Example: General Correspondence. Please make sure you check to see if there is a retention schedule for what you are shredding.
- your name and department/building the box is coming from
- email me the information at phoenixd@cforks.org.

Thank you for your cooperation. Call Dawn Phoenix, Business Office, if you have questions.