

**University of Houston/University of Houston System Administration  
Records Retention Storage Transfer Form**

- This form is only used for transfers to Records Retention for storage
- Records must be in banker's boxes
- No more than two types of records per box
- Boxes that contain more than one type of record will be destroyed in accordance with the longest retention requirement
- Complete one form per box being transferred to Records Retention – attach the original and provide a copy separately
- Record information section must contain the appropriate categorization from the Records Retention Schedule located at [http://www.uh.edu/finance/pages/UHS\\_RecordRetention.htm](http://www.uh.edu/finance/pages/UHS_RecordRetention.htm).

**DEPARTMENT INFORMATION**

PS Department ID

Department Name

Departmental Contact

Contact Phone

Contact email

**RECORD INFORMATION**

Data

Document Type 1

Document Type 2

Record Category

(from Records Retention Schedule)

Agency Item No

(from Records Retention Schedule)

Record Series Title

(from Records Retention Schedule)

Detailed description of items

Please describe the purpose of the records, including information such as what the records pertain to and the name of the documents and/or forms.

Latest Fiscal Year of Records:

**RECORDS RETENTION DEPARTMENT ONLY**

Date of transfer

File Box No:

Work Order No. (if any)

Box Location:

Longest Retention Period

(from Records Retention Schedule)

Fiscal year for destruction

Archival Review  
Required