

Baltimore County Public Schools - Distribution Center

SERVICE: Archive Storage and Retrieval

The Distribution Center provides a service of storing and retrieving records for the Administrative, Instructional and Support Services of Baltimore County Public Schools.

PROCEDURES: Distribution Operating Procedure 5006.1

The requesting office should complete a "T" Transfer requisition and send to the Distribution Center, listing the number of cartons you would like placed in the archive storage area. The sending office must list the office name, ID number and destroy date on each carton. If using boxes, the top and bottom must be secured with tape not folded inside each other.

Archives will be picked up and delivered to the Distribution Center.

Distribution Center employees will complete a receiving report, listing office, ID numbers and skid number and forward to the Supervisor. Supervisor will approve and data clerk will enter in the archives database.

To retrieve archives, send a "T" Transfer requisition to the Distribution Center listing the ID number for each carton requested.

Data clerk will remove from the archives database and complete an "in house" delivery ticket that will be given to the Supervisor to schedule delivery.

Archives will be destroyed in July of the appropriate year unless a specific date is provided.