

Record Retention Center

Storage Container Transfer Form

Plainview Independent School District

Please prepare one form for each standard storage container to be sent - (24" x 15" x 11")

School Year Records _____ - _____

Campus _____ Department _____ Office _____

Sender Name: _____

Box Number _____ of _____

Contents: _____

This is for financial , student, attendance, payroll, employment records ONLY

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