# Document Storage

In order to have documents picked up and placed into storage the following steps should be followed:

1. Documents must be placed in a banker box with a cover. These boxes can be obtained from your division office or ordered from an office supply company (WB Mason or Staples).
2. Fill out the Document Storage Form (see example below). The Document Storage Form is required to be filled out completely and affixed to the front of each box that you are requesting to be placed into storage.

Please refer to the *Massachusetts Statewide Records Retention Schedule* at <http://www.sec.state.ma.us/arc/arcpdf/MA_Statewide_Records_Schedule.pdf> in order to designate a destroy date.

If the files cannot be destroyed, please consider electronically storing your files.

| **Document Storage Form** (sample) |
| --- |
| **Department/ Division:** Business Services |
|  |
| **Box Contents:*** Request for Expenditures FY’22
* Bids M-01-22 to M-30-22
 |
| Date put into storage: | June 2022 |
| Date files can be discarded: | June 2029 |
| Contact person for any questions: | Philicia Pacheco Ext. 2216 |
| Box #: | 1 of 1 |
|  |  |

1. Fill out a Work Order Request in School Dude and attach a copy of the completed Document Storage Form. Upon receiving the request and completed paperwork, requests can take up to two weeks to be completed.
2. If the paperwork is not filled out the request will be sent back, which will prolong the process.

If you have any questions, please contact Business Services at 774.357.2216 or at BusinessServices@BristolCC.edu .

|  |
| --- |
| Document Storage Form |
| Department/Division: |
|  |
| Box Contents: |
| Date put into storage: |
| Date files can be discarded: |
| Contact person for any questions: |
| Box #: |