



PURCHASING CENTRAL RECEIVING

RECORDS STORAGE

- University records can be stored at Central Receiving.
- Departments must box and label records. No boxes will be accepted without proper labeling. Records Retention label can be found on the Purchasing website, Central Receiving under forms.
<http://purchasing.tamucc.edu/assets/Records%20Retention%20Label.pdf>
- Label will consist of the following information. Department, description of contents, point of contact and extension, retention period, and disposal date. Each box should have a records retention label taped to it for identification purposes and a duplicate label must be provided to Central Receiving for recordkeeping. The duplicate copy for Central Receiving can be placed inside the box(es) or sent via email as a pdf.
- To initiate transfer of records from your department to Central Receiving, submit a [Records Storage Manifest](#) and send an email to Central Receiving Warehouse Supervisor or Warehouse Operations Specialist with quantity, location, point of contact.
- Central Receiving warehouse staff will notify department when disposal dates approaches. Department must complete Records Destruction Form and submit to Chris Shupala, Records Administrator, for destruction approval. Records Destruction Form can be found on the Purchasing website, Central Receiving under forms.
<http://purchasing.tamucc.edu/assets/Records%20Destruction%20Form.xlsx>
Once approved, send form to Warehouse Supervisor or Warehouse Operations Specialist to prepare the records for destruction.
- Central Receiving warehouse staff will provide department with an estimate of shredding charges and will request an account number.
- Upon destruction of records, department will receive a copy of the Records Destruction Form with warehouse supervisor's signature of completion.

TO RESEARCH RECORDS:

Departments must call or e-mail warehouse supervisor to schedule a time to research records stored in the warehouse. This is due to receiving operations and records that may be stored on racks.