Click here to skip to transmittal list if you have read the instructions.

INSTRUCTIONS TO PREPARE RECORDS FOR STORAGE

To prepare records for storage, use durable, heavy duty, stackable boxes with measurements of **10”H x 12”W x 15” D**. Storage boxes can be purchased through any office supplies vendor (*see sample below*).

Storage Box
(*aka banker box*)

Record Box Label (Form #0075-1)
(*50 label numbers per pack*)

Record Box Labels (*Form #0075-1*)

Before you complete the Records Transmittal List on page 3, you must obtain record box labels from the Forms Department. Assign one record box number for each storage box. Apply labels on both sides of the storage box below the box handle (*refer to instructions on the label sheet*).

To request for record box labels, complete Form Request #05-53-00012 on WebBART, under Download Forms, Procurement, and fax it to x6137. Each pack contains 50 label numbers.

INSTRUCTIONS (CON'T)

Records Transmittal List (*Form#0075*)

The Records Transmittal List is in a PDF fillable format. This format allows you to complete and save the form on your computer.

- Information must be entered for all required fields outlined in red.
- Type the record box label number on the top left of the transmittal list, next to "Transmittal No." The box number must be entered on all pages of the transmittal list.
- Print two copies of the transmittal list and place it inside the storage box. Print or save a copy for your file.

To send record boxes to Central Records Warehouse

To request a record box pickup from your location, complete the Record Box Pickup Request form #05-53-0004, on WebBART, under Download Forms, Procurement, and fax it to x6137.

Record box pickup will be coordinated with BART mail room or an outside moving company depending on the quantity of boxes.

To request record boxes from the Central Records Warehouse

To request retrieval of a record box from the Central Records Warehouse, print the first page of the transmittal list corresponding to the record box you are requesting, complete the section on the top right of the form and fax it to x6137. Please allow up to two weeks to process and deliver the record box to your location.

RECORDS TRANSMITTAL LIST

TRANSMITTAL NO.

Form No. 0075 (Rev. 4, 7/2015)

To request this box *from* Central Records, complete the section below and fax it to x6137. Please allow up to 2 weeks for retrieval and delivery of this box to your location .

DATE: 8/28/15	**Request Date:**
PREPARED BY:	**Requestor:**
PHONE #:	**Phone #:**
DEPARTMENT:	**Send To Location:**
LOCATION:	**# of weeks needed:**

No.	FILE /CONTRACT #	FILE DESCRIPTION

PERMANENT RECORD: **YES** ___✔___ **NO** _____ **DESTRUCTION DATE**: _____ / _____
Month Year

Print Form

RECORDS TRANSMITTAL LIST (CON'T)

TRANSMITTAL NO.

Form No. 0075 (Rev. 4, 7/2015)

No.	FILE /CONTRACT #	FILE DESCRIPTION