



PURCHASING DEPARTMENT

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Preparation of Records for Destruction

The following is an explanation of the procedures to follow for the destruction of records.

1. Review the Records Control Schedule to determine if the records are eligible for destruction.
2. Place the obsolete records in a box no larger than 12" x 17" (copy paper box-size), NO EXCEPTIONS. The weight of the packed box cannot exceed 40 lbs. This is to protect personnel who will be lifting the boxes from injury.
3. Tape the completed Destruction Label to one end of each box, if using a box other than an HCDE records storage box. Secure the label on all four sides using wide clear packing tape. NO EXCEPTIONS.
4. Complete the Destruction Certificate and email to records@springbranchisd.com or purchasing@springbranchisd.com. The certificate is required for records that are destroyed at the campus or department level and also for records that are to be processed offsite. Make sure that indication is made in the appropriate area on the form that the records were destroyed at the campus or department level before faxing to the Record Management Assistant. The information recorded on the Destruction Certificate must correspond to the information recorded on the label of each box. Once the completed form is received, a pickup, if applicable, will be scheduled.
5. The Records Management Specialist verifies the eligibility for disposal of records stored at the Warehouse. A representative from Harris County Department of Education verifies the eligibility for disposal of records stored at Harris County Department of Education. A list is sent

to the Records Management Officer for SBISD for verification and a signature. The list is then sent to the budget manager of the department, office, or campus for another review and a signature. The final signature is made at the Harris County Recycling Center before the records are destroyed. The verification process greatly reduces the chance of ineligible records being destroyed.

6. Once the records have been destroyed by Harris County's Recycling Center, the campus and/or department will receive a copy of the Destruction Certification. The certificate is a legal document, which serves as proof in court, if necessary, that the records no longer exist

7. The Destruction Certificate is also required for records destroyed at the campus or department level. The budget manager of the campus or department must sign the certificate before sending it to the Records Management Assistant in the Records Management Office. Make sure that you indicate in the appropriate area on the form that the records were destroyed within the campus or department level.

Records Management

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