



**HARRIS COUNTY DEPARTMENT OF EDUCATION  
RECORDS MANAGEMENT SERVICES COOPERATIVE  
RECORDS CENTER TRANSFER FORM**

|                                   |                         |
|-----------------------------------|-------------------------|
| <b>CLIENT NAME:</b><br>(DISTRICT) | <b>DEPARTMENT NAME:</b> |
|-----------------------------------|-------------------------|

| <b>Destroy Date</b>                 | <b>Client Box No.</b> | <b>Range By:<br/>Date-Alpha-Numeric</b> | <b>Contents<br/>Record Name</b> | <b>HCDE<br/>Barcode</b> |
|-------------------------------------|-----------------------|---|---------------------------------|-------------------------|
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|                                     |                       |   |                                 |                         |
| <b>TOTAL BOXES / ITEMS RECEIVED</b> |                       |   |                                 |                         |

Received by:

\_\_\_\_\_ Date \_\_\_\_\_

(HCDE Records Center)