



HARRIS COUNTY DEPARTMENT OF EDUCATION
RECORDS MANAGEMENT SERVICES COOPERATIVE

RECORDS CENTER NEW BOX PICKUP PROCEDURE

1. Label each new box by applying the biggest label onto the box in the square (on the left side) that says HCDE Barcode.
2. Next label the corresponding line item on the new material form. The barcode labeling process is **critical**. Care must be taken to assure that the label on the box and the label on the line item of the transfer forms are the **SAME**.
3. Verify by counting the number of labels on the transfer form with the number of new boxes being sent on the new material form.
4. Fill in each square on the box as you normally would with your client box number, client name, and client department, content; destroy date, date range and alpha-numeric range. We added work order number to the forms. In order to get a work order number logon to www.hcde-texas.org/Programs and Services/Records Imaging and Storage/Secure Storage Portal. Call or email us for access. Please write legibly (**print is preferred**), so that the information is captured correctly. Scan and email the completed new material form once the barcodes are applied to csd@hcde-texas.org or fax it to 713-694-9242. Keep a copy for your records.
5. Place the **original** new material form with your boxes that need to be picked up.
6. The number of boxes being picked up and the number listed on the new material form must be the same {if **there are any discrepancies boxes will not be picked up**}.
 - By implementing this process it will keep the cost of labor down so we don't have to raise our fees.
 - We now have online order processing available. For access please send an email to Customer Support at csd@hcde-texas.org or call Customer Support at 713-694-9022.

If you need any assistance please send an email to Customer Support at csd@hcde-texas.org or call Customer Support at 713-694-9022.



Example of completed Record Center Transfer Form and box ready to be picked up by HCDE.



000350094



**HARRIS COUNTY DEPARTMENT OF EDUCATION
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 RECORDS CENTER TRANSFER FORM**

CLIENT NAME: HCDE (DISTRICT)	DEPARTMENT NAME: RECORDS
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Destroy Date	Client Box No.	Range By: Date-Alpha-Numeric	Contents Record Name	HCDE Barcode
9/2015	123	2009-2010 A-E	EMPLOYEE FILES	000350094

LETTER

HCDE  000350094	HCDE USE:
DESTROY DATE: (MM/YYYY) 9/2015	CLIENT NAME: (DISTRICT) HCDE
CLIENT BOX NUMBER: 123	CLIENT DEPARTMENT: (CAMPUS) Records
DATE RANGE: 2009-2010 ALPHA-NUMERIC RANGE: A-E	CONTENTS: Employee Files



Email: csd@hcde-texas.org
 Phone: 713-694-9022