Collin County
Request for Box / Document Transfer

# of Boxes Sent	Description of Documents	State Law Category (court records, administrative, financial, etc)	Recommended Care of Documents (store, scan, shred)	State Retention Period for the Documents

Date: _____

Requested By: _____ Department: _____

Phone: _____

If you would like records transferred to the Records Center, please submit a service request through Footprints under the Records Workspace with the form above filled out and attached. Do not send any records until you have been notified of approval to transfer by the Records Department. When approved, please contact the SCORE supervisor Ella Even at x5090, and set up a time for the SCORE crew to pick up your boxes. Any questions can be directed to Paul Garrison at x5565.

Records Department use only

Transfer approved by: _____ **Date: _____**

Revised Jan 2013