

Label # 1

La Joya Independent School District

Storage Container Transmittal Form

Please prepare one form for each standard storage container to be sent.
Affix label #1 to the front of the box.

Department/Office/School _____

Box Number _____ of _____

Contents _____

Destruction Date October _____

Sender Name _____

Date Submitted _____

Secure firmly with packing tape.



Documents Only - Do not package non-record items nor binders



Label # 2

La Joya Independent School District

Storage Container Transmittal Form

Please prepare one form for each standard storage container to be sent.
Affix label #2 to the side of the box.

Department/Office/School _____

Box Number _____ of _____

Contents _____

Destruction Date October _____

Sender Name _____

Date Submitted _____

Secure firmly with packing tape.



Documents Only - Do not package non-record items nor binders