

SAN JUAN COLLEGE STORAGE FORM			
SERIAL NUMBER	STORAGE BOX NO. OF	STORAGE DATE	LOCATION
DEPARTMENT		DEPT. ACCOUNT NO.	
SIGNED		TITLE	DESTRUCTION DATE (MONTH AND YEAR)
STORAGE UNIT			INCLUSIVE DATES
			SCHEDULE ITEM NO.
RECORD DESCRIPTION			
<p>INSTRUCTION: Please type tickets. Complete all items. Paste Label Copy below grip on end of box. Retain all remaining copies (unseparated). All department copy slips, showing location number assigned should be maintained in a common location for future reference.</p>			