

BOX # _____ -
_____ - _____ -

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT/
HOUSING AUTHORITY OF BALTIMORE CITY
RECORDS MANAGEMENT
(OFFICE OF FACILITIES MANAGEMENT)**

ARCHIVE FORM

DIVISION/DEPARTMENT: _____

SECTION: _____

SUBJECT: _____

DATE: _____

CONTACT PERSON: _____

PHONE NUMBER: _____

DESCRIPTION OF CONTENTS: (Include Dates)

USE ADDITION SHEETS IF REQUIRED FOR DESCRIPTION OF CONTENTS

Destroy After _____ Signature _____
(Retention Schedule) (Department Head)

Received By: _____ Date _____

INSTRUCTIONS:

1. Contact Facility Management (4-1817) before filing out this form and to get box numbers.
2. Insert box number at the top of this form and on the archive box using specified labels. (See Archive/Records Management Procedure)
3. Use the appropriate box type to store files.(See Archive/Records Management Procedure)
4. Do not fill in sections that are gray.
5. Only archive items that originated from your department.
6. Contact Legal via e-mail to determine the file's retention date and submit copy of Legal's e-mail response as proof with all your forms.
7. Retain one copy of this form for your records and bring one copy to the Archive Facility with your box(es).
8. Refer to this form when requesting records from Archive Facility. (See Retrieval Form)