

SUPPLY ORDER RESOURCES

Refer to page 31-38 of the District Records Management Manual for additional information.

RECORDS STORAGE BOX REQUIREMENTS:

Standard letter/legal size records storage box specifications are as follows:

1. Order from the FWISD Warehouse – Stock Catalog
2. Order number: 60-1530
3. Unit of Measure: EA
4. Description: BOX, STORAGE (PRE-LABELED) (FITS LEGAL/LTR. SIZE FILES) with Lid
5. Unit Cost: 1.93
6. Can be ordered in a 25 unit bundle

RECORDS STORAGE BOX LABEL REQUIREMENTS:

Standard labeling of records storage box specifications are as follows:

1. Complete DRM Storage Box Label Order Form (located on DRM website)
2. Submit order form to DRM
3. DRM will fulfill the order
4. Cost – 0.00
5. Ordered in a 25 unit bundle

CUMULATIVE FOLDER REQUIREMENTS:

Legal size Pupil Cumulative folder specifications are as follows:

1. Each school will order their own cumulative folders through the warehouse in Munis.
2. The order form number - 14-0072
3. Unit - 100 folders
4. Description – Student Cumulative Folders
5. Quantity – 1 box of 100 – Each school may **NOT** order more than 2 boxes
6. Cost – 0.00
7. Ordered in a 25 unit bundle