

VANCOUVER COMMUNITY COLLEGE RECORDS RETENTION FORM

Department Name: Art Science

Department Head: Jenn Kelly

Completed by: Judith Wallace (Local) FDI

Please print

Date Records submitted to storage: May 2022

Box ID # _____

List of Box Contents (One Form per box)

e.g. Student files A-L April 2006 final exams, Dental Hygiene student info form, student exams, attendance, marks

CHEM 1223 WINTER 2024 SEC 601 CRN 46899 202440

CHEM 1223 WINTER 2024 SEC 603 CRN 46903 202440

CHEM 1121 FALL 2023 SEC 602 CRN 75428 202370

CHEM 1121 FALL 2023 SEC 605 CRN 75426 202370

DIRECTIONS from Department

FINAL DISPOSITION ☒ Shred ☐ Recycle ☐ Other

DESTROY DATE: June 2026

Please see INSTRUCTIONS below

☐ 1) Send form to Shirley-Lew for authorization

☐ 2) Attach the ORIGINAL authorized form to the outside of the box

☐ 3) Call Facilities for pick up

Todd Rowlett

Authorized

Shirley Lew

Paste
form here

Tracking Number
(for internal use)

002197

INSTRUCTION FOR MOVERS

Please move to Downtown Campus Room 003A

☒ Storage area

☐ Shredding area

VANCOUVER COMMUNITY COLLEGE RECORDS RETENTION FORM

Department Name: Art Science

Department Head: Jean Kelly

Completed by: Janeth Wallace (Local) Fall

Please print

Date Records submitted to storage: May 2024

Box ID # _____

List of Box Contents (One Form per box)	
e.g. Student files A-L April 2006 final exams, Dental Hygiene	Student exams, attendance, marks
CHEM 1223 WINTER 2023 SEC 603 CRN 46942	202340
CHEM 1223 WINTER 2023 SEC 603 CRN 46938	202340
CHEM 1223 WINTER 2021 SEC 603 CRN 45093	202140
CHEM 1223 WINTER 2021 SEC 605 CRN 45898	202140

DIRECTIONS from Department

FINAL DISPOSITION ☐ Shred ☐ Recycle ☐ Other

DESTROY DATE: June 2026

Please see INSTRUCTIONS below

☐ 1) Send form to Shirley Lew for authorization

Authorized

Todd Rowlett

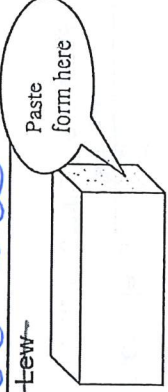
Shirley Lew

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