

**HARRIS COUNTY RECORDS CENTER
RECORDS STORAGE FORM**

OFFICE OF RECORD: _____

	BOX NUMBER <small>List each box or volume in <u>numerical order</u> and in <u>sequence</u></small>	RECORDS CENTER USE ONLY <small>Location/Date Destroyed</small>		CONTENTS <small>Be brief. One box or volume per row. Include dates.</small>
	*****	*****		
1	PAY-001			EMPLOYEE TIMESHEETS Jan.2002-June 2002
2	PAY-002			EMPLOYEE PAYROLL Feb. 2005-Dec.2005
3	PAY-003			EMPLOYEE TIMESHEETS June 2002-Dec. 2002
4	PAY-004			EMPLOYEE TIMESHEETS Jan. 2003-June 2003
5	PAY-005			EMPLOYEE PAYROLL Jan 2006-June2006
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Prepared by: Ima Turkey

Phone: 713-555-1234

Date: 01-02-08

Received by: Fred

Date: 01-05-08

PLEASE REFER TO THE HARRIS COUNTY RECORDS CENTER RECORDS TRANSFER CHECKLIST FOR PROPER BOXING INSTRUCTIONS.
RECORDS CENTER FORM 292-002 (JUL 2008)