



August 28, 2018

ANNUAL RECORDS RETENTION PLAN UPDATE

Dear Carole,

It is time to have Records Consultants, Inc. (RCI) return to your offices for an Annual Records Update. We will process all inactive records according to your approved Records Retention Schedule. We will open every box of inactive records to sort, classify and inventory the files. The records that are to be retained will be placed in new 12" x 15" x 10" boxes, and an "R" label will be placed on the box that will show the box number and the date the contents are eligible for destruction. The records that are past their retention period will be labeled as a destruction box with a "D" label containing a box number.

RCI will provide your database and reports on a CD-ROM. It enables you to query the database in a number of ways and helps you find where records are stored - at the speed of a computer! Of course, if you prefer the hard copies, you can print any of the reports you wish with your CD-ROM.

To assist in your planning, we have estimated the number of boxes to be processed based on the information in your database. If you have a better estimate, please insert your box count in the space indicated below.

The project cost is based on **\$21.00 per labeled box**, which includes on-site and travel time, per diem, lodging, air travel (if applicable), car expenses and the cost of any new boxes that may be used. RCI will only charge for the actual number of labeled boxes processed.

If you would like RCI to process your records for you, please complete the information below and fax it to RCI at (210) 366-0776.

Thank you,

Linda LaField
Account Manager

Organization Name Burnet County State Texas

We estimate that you have 250 boxes to process. Your estimate: *

Your Name _____ Title _____

Acceptance Signature Date 9-19-2018

E-mail Address _____

Phone Number _____ Purchase Order # _____