

Box Number _____ -

2 digit Department Code

4 Digit Box Number

Record Type(s) and Series Number(s)

Record Date(s)_____

Destroy Date_____

Storage Box Label

All records to be transferred to storage shall be placed in a standard 10" X 12" X 15" file storage box.

Each box shall have a complete label taped to the short end of the box above/below the handle. →



Update "Records Inventory.xlsx" form. One (1) copy is to be placed inside the box closest to the label and one (1) copy is to be emailed to the Records Management Officer.