

Record Box Label: Please use a similar format or print and attach this form to the box
 If the box is going to be archived at the state facility, please store in the following product available from office supply contract:

Department:	
Box# (for referencing)	
Filed by:	
Records Description:	
Record(s) Dates:	
Record Type:	
Retention Period:	
Date of Action (when they should be archived, disposed, etc.)	
Dates records were referenced in the stored box (Month/Year):	Date: _____ Date: _____ Date: _____ Date: _____ Date: _____ Date: _____ Date: _____ Date: _____ Date: _____