

RECORDS TRANSMITTAL BOX LABEL

DESTROY DATE: _____ **ACCN. #:** _____

(Archivist will enter the above data) (Archivist will enter the above data)

OFFICE: _____

CONTENTS: _____

Is a listing of box contents being sent to the Archivist digitally? _____

START/END DATES: _____ / _____

Instructions: Please label the narrow end of each box with the details in the following box label format. Do not mark the record storage boxes in any other way. Please also send (as an email attachment in MS Word) a digital file that lists the box contents (usually, this will be the folder title, which is generally a name or subject followed by the earliest and latest dates of material in the folder).

DESTROY DATE: _____ **ACCN. #:** _____

(Archivist will enter the above data) (Archivist will enter the above data)

OFFICE: _____

CONTENTS: _____

Is a listing of box contents being sent to the Archivist digitally? _____

START/END DATES: _____ / _____
