

\*\*\*Print three (3) copies and affix to three (3) sides of each corresponding standard sized box/es using packing tape only\*\*\*

**RECORDS STORAGE  
(WAREHOUSE)**

DEPARTMENT

DESTROY DATE, Month/Year

Box Number

Manager

CONTENTS INFORMATION: Record Title/Subject Matter


Person(s) with authorized access: \_\_\_\_\_

The Department Manager or authorized designee acknowledges that there are no representations, warranties, or Agreements and waives any claims for damage or loss of any article against Reedley College and its employees.

DEPARTMENT MANAGER'S SIGNATURE

DATE

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