

FOR EACH BOX, PRINT THREE (3) COPIES OF THIS FORM AND AFFIX TO THREE (3) SIDES OF THE BOX USING LABELS OR PACKING TAPE ONLY

Empty box for DEPARTMENT

**DOCUMENT DESTRUCTION  
(WAREHOUSE)**

Empty box for DESTROY DATE, MONTH/YEAR

DEPARTMENT

DESTROY DATE, MONTH/YEAR

BOX NUMBER

MANAGER

CONTENTS INFORMATION: RECORD TITLE/SUBJECT MATTER

Multiple empty rows for CONTENTS INFORMATION

PERSON(S) WITH AUTHORIZED ACCESS: \_\_\_\_\_

SIGNATURE

DATE

FOR EACH BOX, PRINT THREE (3) COPIES OF THIS FORM AND AFFIX TO THREE (3) SIDES OF THE BOX USING LABELS OR PACKING TAPE ONLY

Empty box for DEPARTMENT

**DOCUMENT DESTRUCTION  
(WAREHOUSE)**

Empty box for DESTROY DATE, MONTH/YEAR

DEPARTMENT

DESTROY DATE, MONTH/YEAR

BOX NUMBER

MANAGER

CONTENTS INFORMATION: RECORD TITLE/SUBJECT MATTER

Multiple empty rows for CONTENTS INFORMATION

PERSON(S) WITH AUTHORIZED ACCESS: \_\_\_\_\_

SIGNATURE

DATE