

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

DEPARTMENT

# SUPPLIES STORAGE (WAREHOUSE)

DESTROY DATE, MONTH/YEAR

DEPARTMENT

DESTROY DATE, MONTH/YEAR

BOX NUMBER

MANAGER

CONTENTS INFORMATION: RECORD TITLE/SUBJECT MATTER

Multiple empty rows for recording contents information.

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

SIGNATURE

DATE

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