

Enter **BOX ID NUMBER** here using a broad-tipped black permanent marker.  
ID Number Format: year stored-month & day [no. of box]  
(e.g. 09-0127[1], 09-0127[2], 09-0127[3])

**DATES OF CONTENTS:**

**FROM** \_\_\_\_\_ **TO** \_\_\_\_\_

**NAME:** \_\_\_\_\_

**DEPARTMENT/CAMPUS:** \_\_\_\_\_

**BOX PACKING DATE:** \_\_\_\_\_

**DESCRIPTION (RECORD SERIES NO. and RECORD SERIES TITLE):**

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Affix **RMO LABEL** here  
(Provided by RMO upon receipt of Archive Box Form and entry in  
Filebound)

**RMO LABEL  
HERE**

Fill out the purge date and indicate the method of disposal (shred or recycle).  
**\*\*REMINDER:** Documents with CONFIDENTIAL information must be shredded.

**RETENTION/PURGE DATE:**

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**DISPOSAL METHOD:**

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DO NOT WRITE BELOW THIS LINE. The label below this line gets wrapped under and affixed to the bottom of the box.