

Box Label for Transferring Records to University Archives

Please print a label for each box being transferred to the Archives. Write clearly, in **large print**, so that the label may be read at some distance from the shelf.

Office of Origin/Department Name:	
<hr/>	
Record Type(s)	
<hr/>	
examples: Correspondence, Annual Reports, Meeting Minutes	University Archives Use Only
Date Range:	Date of Transfer:
<hr/>	RG#
Contents List Enclosed? Yes / No	
<hr/>	
Box Count for this Transfer Date:	
<hr/>	
example: <u>2 of 14</u>	