

Example of Box Label – Jennifer Perry can provide you an electronic copy of this label form.

Trim top of document so that it will fit on box and not interfere with box handles.

X
X
X
X
X
X

Cut Here

Texas A&M University-Commerce * Records Retention

<p>BOX _____ OF _____</p> <p>FISCAL YEAR OF CONTENTS: FY _____</p>	<p>DESCRIBE CONTENTS:</p>
<p>RECORDS SERIES NUMBER _____</p> <p>AGENCY ITEM NUMBER _____</p> <p>RETENTION PERIOD _____</p>	<p>DESTROY CONTENTS AFTER: _____</p>

Department:

Contact:

ARCHIVAL REVIEW NEEDED _____

RECORDS OFFICER _____

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X

X

X

X

X

X

Cut Here

Please secure two labels – one on the end and one on the side of box.