

# DEPARTMENT ARCHIVE REQUEST FORM

<b>1. NEW BOX(ES) ADDED TO ARCHIVES</b>			
Authorized BOX #S To use <table border="1" style="display: inline-table; vertical-align: middle;"> <tr> <td style="width: 50px; padding: 2px;">From:</td> <td style="width: 50px; padding: 2px;">To:</td> </tr> </table>	From:	To:	
From:	To:		

DEPT:
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<b>2. BOX(ES) RETURNED TO ARCHIVES</b>	
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REQUESTER:
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<b>3. BOX(ES) REQUESTED</b>	
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DATE:
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BOX #	Record Title (include alpha & number ranges)	SERIES #	DATE FROM:	DATE TO:	RETAIN	BAY	SEC	SHE	DESTROY

DEPARTMENTS Fill In All “NON-SHADED” Areas

DEPARTMENTS Use Record Retention Schedule For Standard “RECORD TITLES” And “RETENTION” And “SERIES #”

SHADED AREAS ARE FOR OFFICE USE ONLY