

## RECORDS TRANSFER - BOX CONTEXTS

To assist in future retrieval of files, please list the contents of each box. Adapt the list to the office needs, i.e. name of persons, title of folders, etc. This Box Contents list will become a finding aid for future reference requests. Use a separate form for each box.

Office/ Department \_\_\_\_\_ Records Series Title \_\_\_\_\_

Contact Person \_\_\_\_\_ Date of Records \_\_\_\_\_

Ext. \_\_\_\_\_ Box \_\_\_\_\_ of \_\_\_\_\_

Item/Name \_\_\_\_\_ Other Information \_\_\_\_\_