

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 _____