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## **UNIVERSITY RECORDS CENTER RECORDS BOX LABEL**

## Instructions:

- 1. Prepare a label for each box being transferred to URC.
- 2. Copy **Title of Records Series** and **Retention Schedule Reference Number** from the UNC Records Schedule.
- 3. Number boxes sequentially within each transfer. (e.g. 1 of 3, 2 of 3, 3 of 3)

5. Please type using <b>ALL CAPS</b> .							
Office/Department	Title of Records Series	Title of Records Series					
Division/College	Retention Schedule Ref. Number	Date of Records					
	OFFICE USE ONLY	<u> </u>					
Records Disposition Instructions:	Accession Number						
Appraise	Accession Date						
Destroy							
Transfer to Archives	Location Date						
Univ	ersity Records Center (828) 262-4041						
		Box of					
	UNIVERSITY RECORDS CENTER						
	RECORDS BOX LABEL						
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<ol> <li>Prepare a label for each box being transferr</li> <li>Copy Title of Records Series and Retention</li> </ol>	Schedule Reference Number from the UN	IC Records Schedule.					
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<ol> <li>Prepare a label for each box being transferred.</li> <li>Copy Title of Records Series and Retention</li> <li>Number boxes sequentially within each transferred.</li> <li>Complete the unshaded area of this form of the complete the unshaded area of this form of the complete the unshaded area of this form of the complete the unshaded area of this form of the complete the unshaded area of this form of the complete the unshaded area of this form of the complete the unshaded area of this form of the complete the unshaded area of this form of the complete the unshaded area of this form of the complete the unshaded area of this form of the complete the unshaded area of this form of the complete the unshaded area of this form of the complete the unshaded area of this form of the complete the unshaded area of this form of the complete the complete the unshaded area of the complete the complete the unshaded area of the complete the unshaded area of the complete the complete the unshaded area of the complete the unshaded area of the complete the complete the unshaded area of the complete the unshaded area of the complete the complet</li></ol>	Schedule Reference Number from the UN nsfer. (e.g. 1 of 3, 2 of 3, 3 of 3)	IC Records Schedule.					
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## OFFICE USE ONLY

Records Disposition Instructions:	Accession Number
Appraise	Accession Date
Destroy	
Transfer to Archives	Location Date