

**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)
4. **Complete the unshaded area of this form only.**
5. Please type using **ALL CAPS**.

Office/Department	Title of Records Series	
Division/College	Retention Schedule Ref. Number	Date of Records

OFFICE USE ONLY

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

University Records Center (828) 262-4041

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