



*Instructions for Completing
 Pre-Printed Label on
 White Records Center Boxes*

State Records Center Box

(Form RM-24 Nov99)

Fill out label with a black laundry marker or large felt-tip pen for best results.

1) Agency / Locality		2) Department / Section	
3) Records Series Title		4) Records Series No.	
5) From:	To:	6) Arrangement of Files <input type="checkbox"/> Numerical <input type="checkbox"/> Alphabetical <input type="checkbox"/> Chronological	
7) Agency Box No.	8) Notes		
9) Bar Code Label [Affix label provided by Records Center here.]	10) Destruction Date (Month / Year) [See Records Retention and Disposition Schedule]		

NOTE: We do NOT require that the pre-printed box label on Records Center boxes be completely filled out. However, the BAR CODE LABEL that we provide to you must be placed on the box in Block Number 9.

- 1) Enter the name of your agency
- 2) Enter the name of your department and division or section name.
- 3) Enter the records series title, which is the official name for the records stored in the box. See an approved *Records Retention and Disposition Schedule* for this information.
- 4) Enter the records series number listed on your approved *Records Retention and Disposition Schedule*. This is an important control number that identifies your records.
- 5) Enter the range of information found in your box. It may be chronological (from May 1996 to October 1996); numerical (from 100000 to 100500) or alphabetical (from A to Z). This information assists with efficiently retrieving the records.
- 6) Indicate if the files are in numerical, alphabetical, or chronological order.
- 7) Enter the box number, if any, that you have assigned for your agency's own control purposes.
- 8) Enter any information that is useful to the agency. Sometimes agencies want to explain something about the records in the box. This "Notes" block is sometimes used by agencies to indicate that an inventory of the box contents is inside the box.
- 9) Apply the bar code label provided by the Records Center. **This must be applied to the box.** Without this label the box cannot be accessioned into the State Records Center.
- 10) Enter the month and year that the records in the box should be destroyed. Calculate this date by consulting your approved *Records Retention and Disposition Schedule*. Your Records Officer will be notified by the Records Center prior to the records becoming eligible for destruction; the Records Officer must approve the destruction. The Records Center will not destroy any records without approval from your Records Officer. Destruction of records should be delayed only due to an audit, investigation, litigation, or re-negotiation of your *Records Retention and Disposition Schedule*. If the records are chronologically arranged, be sure to calculate your destruction date from the last date indicated in No. 5 on the box label.