

# DEPARTMENT ARCHIVE REQUEST FORM

<b>1. NEW BOX(ES) ADDED TO ARCHIVES</b>	
Authorized BOX #S To use	From: <input style="width: 100px;" type="text"/> To: <input style="width: 100px;" type="text"/>

DEPT: <input style="width: 100%;" type="text"/>
-------------------------------------------------

<b>2. BOX(ES) RETURNED TO ARCHIVES</b>	
----------------------------------------	--

REQUESTER: <input style="width: 100%;" type="text"/>
------------------------------------------------------

<b>3. BOX(ES) REQUESTED</b>	
-----------------------------	--

DATE: <input style="width: 100%;" type="text"/>
-------------------------------------------------

BOX #	Record Title (include alpha & number ranges)	SERIES #	DATE FROM:	DATE TO:	RETAIN	BAY	SEC	SHE	DESTROY

DEPARTMENTS Fill In All “NON-SHADED” Areas

DEPARTMENTS Use Record Retention Schedule For Standard “RECORD TITLES” And “RETENTION” And “SERIES #”

SHADED AREAS ARE FOR OFFICE USE ONLY