

APPENDIX D

STORAGE LABEL AND INSTRUCTIONS

Storage labels are for paper records. They are designed to be easily read for purposes of access and retrieval. The box or identification number on the label corresponds to the identification number used in the index of records. In order to maintain consistency and efficiency the Records Management Officer or his/her designee will complete the storage labels using information from completed Inactive Storage Authorization forms. Before labels are affixed to cartons the individual authorizing or packing the carton will be asked to sign the label.

Sample of completed label

B O X SP - 15	<u>DATE OF CONTENTS</u> 7/1/2006 to 6/30/2007	
<u>ED-1 SCHEDULE #</u> 13b.	<u>CONTENTS</u> FEDERAL SPECIAL FUNDS Grant Information F801 - F898 Approvals Budget Information FS10's FS10A's FS25's FS10F's	<u>DEPARTMENT</u> BUSINESS OFFICE SPECIAL AID FUNDS
<u>PERIOD OF RETENTION</u> 6	<u>DATE PLACED IN STORAGE</u> 9/2008 SIGNED _____	
<u>DESTROY DATE</u> JULY 2013	<u>AUTHORIZATION/PACKED BY</u> _____ DATE _____	