

University Records Management

RECORDS BOX LABEL



MSN 2FL phone | 703.993.2201 fax | 703.993.8911 <http://recordsmanagement.gmu.edu/>

DEPARTMENT/OFFICE OF ORIGIN

BOX CONTENTS

DATE RANGE

TO

BOX NUMBER

OF

All fields must be filled in. For box pickup, send a copy of all labels to University Records Management via fax, email, or intercampus mail. Be sure to include contact information & keep copies of labels for the boxes and the office.

(FOR RECORDS MANAGEMENT OFFICE USE ONLY)

DATE STORED AT RECORD CENTER

RETENTION DATE

GENERAL SCHEDULE NUMBER

LABEL INSTRUCTIONS

DEPARTMENT/OFFICE OF ORIGIN: Include the full name of your office and the department to which you belong. The name of the preparer and contact information is also recommended.

BOX CONTENTS:

- ◆ Include descriptive information for all records going into the individual box. For example, "Finalized Budget Reports (Jan 2009)" is preferable to "Fiscal Records."
- ◆ Do not use office specific acronyms as these may become outdated.
- ◆ Do your best to place similar records together when working on large transfers (fiscal, administrative, etc.).
- ◆ If you believe you have permanent or historical items, set them aside and contact the University Archivist.

DATE RANGE: Indicate the date range for all records in the box as a whole unit. Individual date ranges for file folders (if known) can be indicated in Box Contents.

BOX NUMBER: This will indicate how many boxes are part of your transfer. Example: 1 of 3 , 2 of 3 , 3 of 3.

Should you have any questions or concerns during the preparation of records for transfer to the Records Center, please seek out the assistance of the University Records Manager by emailing scarte25@gmu.edu