

**Records Management Storage Label For Boxes Form**

Records Management – STORAGE LABEL FOR BOXES

<b>VIRGINIA</b>
<b>STATE</b>
<b>UNIVERSITY</b>

**RECORDS MANAGEMENT**

**STORAGE LABEL**

<b>DEPARTMENT:</b>	
<b>RECORD DESCRIPTION:</b>	
<b>DATE RANGE:</b>	<b>RECORDS SCHEDULE:</b>
<b>DESTRUCTION DATE:</b>	<b>BOX _____ OF _____ BOXES</b>
<b>STORAGE LOCATION:</b>	