

MESSIAH RECORDS RETENTION/DISPOSAL STORAGE LABEL

Attach label on the small end of the box below the hand hold for easy visibility. When printed on non-adhesive paper, completely cover label with clear packing tape to prevent removal/damage.

Department and/or Office		
Contact Person:	Phone Number:	
Type of Record	Dates of Records From: To:	
Description of Contents Additional Information	Box Number	
	Destruction Date	



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