



# Records Storage Box Label

Please complete one label for each box that has been approved to be moved into the UT Dallas Records Management Center. Contact Records Management at [RecordsManagement@utdallas.edu](mailto:RecordsManagement@utdallas.edu) or 972-883-4111 if you have any questions.

*(cut on dotted line)*

<b>For EH&amp;S Use:</b>			
Inventory #:		Locator #:	
<b>For Department Use:</b>			
Department Name:			
Record Series No.:		Agency Item No.:	
Fiscal/Academic Year:		Destruction Date:	
Description:			Box ____ of ____

*(cut on dotted line)*