

**RECORDS TRANSFER - BOX CONTEXTS**

To assist in future retrieval of files, please list the title of every file in each box. Be specific. Adapt the list to the office needs, i.e. name of persons, title of folders, etc. This Box Contents list will become a finding aid for future reference requests. Use a separate form for each box.

Office/ Department \_\_\_\_\_ Records Series Title \_\_\_\_\_

Contact Person \_\_\_\_\_ Date of Records \_\_\_\_\_

Ext. \_\_\_\_\_ Box \_\_\_\_\_ of \_\_\_\_\_

Item/Name \_\_\_\_\_ Other Information \_\_\_\_\_