

**UNIVERSITY RECORDS CENTER  
RECORDS BOX LABEL**

**Instructions:**

1. Complete and attach a label to each box being transferred to URC.
2. Copy **Title of Records Series** and **Retention Schedule Reference Number** from the UNC Records Schedule.
3. Number boxes sequentially within each transfer. (e.g. 1 of 3, 2 of 3, 3 of 3)
4. **Complete the unshaded area of this form only.**

<b>Office/Department</b>	<b>Records Series Title</b>	
<b>Division/College</b>	<b>Records Series Number</b>	<b>Date of Records</b>

**OFFICE USE ONLY**

<b>Records Disposition Instructions:</b>  Appraise _____ Destroy _____ Transfer to Archives _____	<b>Accession Number</b>
	<b>Accession Date</b>
	<b>Location</b>

University Records Center (828) 262-4041

**UNIVERSITY RECORDS CENTER  
RECORDS BOX LABEL**

**Instructions:**

1. Complete and attach a label to each box being transferred to URC.
2. Copy **Title of Records Series** and **Retention Schedule Reference Number** from the UNC Records Schedule.
3. Number boxes sequentially within each transfer. (e.g. 1 of 3, 2 of 3, 3 of 3)
4. **Complete the unshaded area of this form only.**

<b>Office/Department</b>	<b>Records Series Title</b>	
<b>Division/College</b>	<b>Records Series Number</b>	<b>Date of Records</b>

**OFFICE USE ONLY**

<b>Records Disposition Instructions:</b>  Appraise _____ Destroy _____ Transfer to Archives _____	<b>Accession Number</b>
	<b>Accession Date</b>
	<b>Location</b>

University Records Center (828) 262-4041