FILE FOLDER LISTING BY BOX

Prepare a separate File Folder Listing for **each** box.
Form must be placed inside box prior to transfer.
Please refer to the following instructions/guidance when completing this form.

BOX NO.	
Department	

FOLDER #	FOLDER TITLE	FOLDER DATES (FROM - TO)	ADDITIONAL NOTES	RM STAFF USE

FILE FOLDER LISTING BY BOX
Instructions / Guidance

Organize files by Record Category according to the Office File Plan – (i.e., ADM 02-07 Time and Attendance Leave Applications).

1) **BOX NO**. – number of boxes containing files of the same record series.

2) **DEPARTMENT** – organization / office that generated the records.

3) **FOLDER #** – sequential order in the box – front to back or by groupings: Folder 1 of 2
2 of 2
Folder 3

4) **FOLDER TITLE** – provide title as it appears on each folder, spell out acronyms and include file code.

5) **FOLDER DATES** – inclusive date range of each folder (i.e., 1/1/2013 – 1/31/2013).

6) **ADDITIONAL NOTES** – add specifics or comments regarding folder contents (i.e., final payment date of contract, folder inherited from another record holder).

7) **RM STAFF USE** – section to be used by Records Management Staff only.

☞ ***Remember to retain a copy for your records*** ☜