

PCS 703A



RECORDS CENTER STORAGE
ARIZONA STATE UNIVERSITY

RECORDS CENTER USE ONLY

LOCATION NO.

Prepare one form for each box sent to Records Center. Do not fill a box with records having different destruction dates.

Must be typed.

BOX NO.	DEPARTMENT	LOCATION (BUILDING, ROOM)	MAIL CODE
PREPARED BY (NAME)		DATE PREPARED	
DATES COVERED BY RECORDS		TOTAL RETENTION PERIOD (YRS.)	DESTRUCTION DATE (MO., YR.)
FROM	THROUGH		
<h1>SAMPLE</h1>			

If filed in numerical or alphabetical sequence, give range of numbers/letters.

Send entire form with box to the Records Center. The original will be returned with the Records Center location number indicated. All future references to these records must include this number. **4162**

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RETURN TO SENDER