



# PROPOSAL KIT SAMPLE

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## Archiving - Physical Records Box Label Form

LABELS: Pre-printed labels only (no handwriting). Boxes must be full and contain only the documents required by law for specified periods of time. << All metadata for physical content should be tracked in a database or information management system. >>

Box Number	<i>#&lt;&lt;Unique ID&gt;&gt;</i>	Fiscal Period	
Department Name		Fiscal Year	
Destroy Date		Imaged (Yes/No)	<i>&lt;&lt; Are records accessible in information management system? &gt;&gt; &lt;&lt; Name content storage application &gt;&gt;</i>

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