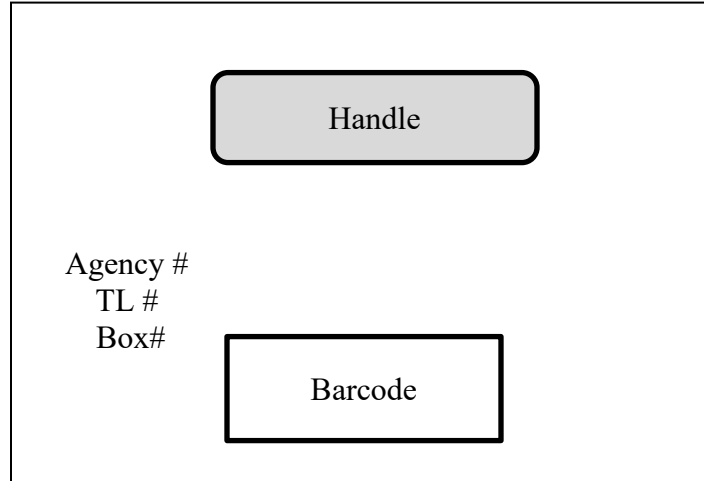
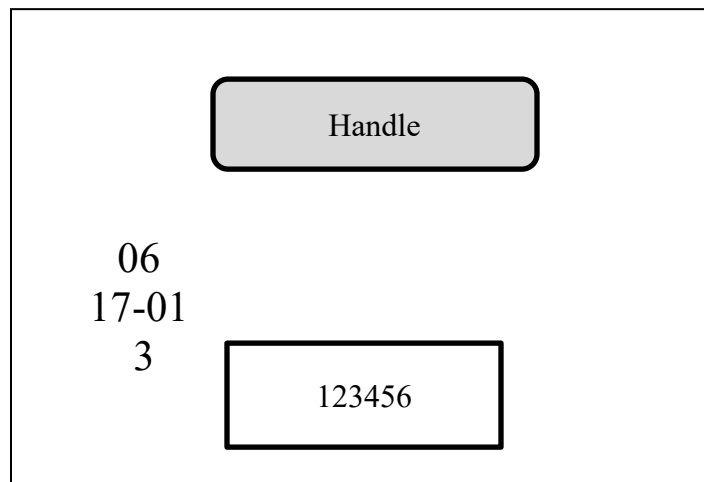


Marking Boxes for Transfer

How a box should be marked for transfer to State Records Center:



Example: listed in black marker to left of barcode (where Agency Code = 06, Transfer List is 17-01 and box on transfer list is 3)



Real life example:

02 = Department of Law
01-136 = Transfer list 136
list in 2001
24 = box number on
transfer list
711381 = assigned
barcode

