| LABEL - Records for | LABEL - Records for Retention - AP-711.1 - PERMANENT | | | | | | | | |
|---------------------------------------|--|---|--|---------------------|---------------------------------------|-------------|--|---|--|
| School/Department | School/Department: | | | | | | | | |
| DATE boxed: | | Name of Employee: (printed) | | DATE boxed | DATE boxed: | | | Name of Employee: (printed) | |
| Box # | | Category: | | Во | Box # | | Category: | | |
| of | | Sub Cate | gory: Accounting and Financial Documents) | c | of | | | Sub Category: | |
| Name of Contents: | Name of Cor | (Example: Accounting and Financial Documents) Name of Contents: | | | | | | | |
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| Contents Date Conter | | nts Date ge End DIV office - FILE Code: | | | Contents Date Content | | nts Date ge End DIV office - FILE Code: | | |
| (Example: September 2008) | | ugust 2010) | | | (Example: September 2008) (Example: A | | | August 2010) | |
| LABEL - Records for | LABEL - Rec | LABEL - Records for Retention - AP-711.1 - PERMANENT | | | | | | | |
| School/Department | School/Dep | School/Department: | | | | | | | |
| DATE boxed: | DATE boxed: | | Name of Employee: (printed) | | DATE boxed: | | Name of Employee: (printed) | | |
| Box # | | Category: | | Во | Box # | | Category: | | |
| of | | Sub Cate | gory: | c | of | | | Sub Category: | |
| Name of Contents: | Name of Cor | (Example: Accounting and Financial Documents) Name of Contents: (Examples: Accounts Receivable, Accounts Payable, Invoices) | | | | | | | |
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| (Example: September 2008) (Example: A | | August 2010) | | (Example: September | (Example: September 2008) (Example: | | August 2010) | | |
| LABEL - Records for | LABEL - Rec | LABEL - Records for Retention - AP-711.1 - PERMANENT | | | | | | | |
| School/Department | School/Dep | School/Department: | | | | | | | |
| DATE boxed: | | Name of Employee: (printed) | | DATE boxed | DATE boxed: | | Name of Employee: (printed) | | |
| Box # | | Category: | | Во | Box # | | Category: | | |
| of | | Sub Category: | | | of | | Sub Category: | | |
| | | (Example: A | Accounting and Financial Documents) | | | | | (Example: Accounting and Financial Documents) | |
| Name of Contents: | Name of Cor | Name of Contents: | | | | | | | |
| (Examples: A | | (Examples: Accounts Receivable, Accounts Payable, Invoices) | | | | | | | |
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| (Example: September 2008) | (Example: A | ugust 2010) | | (Example: September | 2008) | (Example: A | August 2010) | | |