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| <b>LABEL - Records for Retention - AP-711.1 - PERMANENT</b>   |  |                                |
| School/Department:  |  |                                |
| DATE boxed:   | Name of Employee: (printed)  |                                |
| <b>Box #</b><br>____ of ____  | Category:<br>Sub Category:<br><small>(Example: Accounting and Financial Documents)</small> |                                |
| Name of Contents:<br><br><small>(Examples: Accounts Receivable, Accounts Payable, Invoices)</small> |  |                                |
| Contents Date Range Beginning<br><br><small>(Example: September 2008)</small>                       | Contents Date Range End<br><br><small>(Example: August 2010)</small>                       | <u>DIV office - FILE Code:</u> |

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