

LABEL- Records for Destruction - AP-711.2		
School/Department:		
DATE boxed:	Name of Employee: (printed)	
Box # ____ of ____	Category:	(Example: Accounting and Financial Documents)
	Sub Category:	
Contents (name and year): (Examples: Accounts Receivable 2008-2010,CUM files 2008-2010)		
Destruction Date		DIV office - FILE Code:
(Example: August 2017)		

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