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