

Example of Box Label – Jennifer Perry can provide you an electronic copy of this label form.

Trim top of document so that it will fit on box and not interfere with box handles.

X
X
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Cut Here

Texas A&M University-Commerce * Records Retention

BOX 1 OF 6 FISCAL YEAR OF CONTENTS: FY09	DESCRIBE CONTENTS: PROCARD May - June
RECORDS SERIES NUMBER 4.2.004 AGENCY ITEM NUMBER 4.203.10 RETENTION PERIOD FE +3	DESTROY CONTENTS AFTER: AUGUST 2012

Department: Financial Services
Contact: Deanna Holcomb

ARCHIVAL REVIEW NEEDED NO
RECORDS OFFICER *Jennifer signature*