

This two-page document includes examples of both a completed Archives box label, the label's proper placement, and the transmittal form.

An example of a completed box label and an image showing labels correctly placed on ends of boxes:

The box label number is pre-stamped on each label. Complete the other blanks except for the line at the bottom for the destruction date.

Name of
originating
office →

Pre-stamped label number
↓

JEFFERSON COUNTY PUBLIC SCHOOLS
Archives and Records Center
Superintendent's Office

No.: 11111
Date: 8-1-05

Department or Office

Series
number(s) from
records
schedule →

Description of Contents: (Use the exact item number and series title from the retention schedule.)
L2468

Series title(s)
from records
schedule →

Item Number

Press Releases

Series Title

Earliest and
latest dates (in
years only) →

Dates of Records in This Box

From 2001 To 2003

Box 1 of 1 (Affix this label on the end of the storage box.)

Archives will
assign
destruction
dates →

Archives Use Only: Destruction Date: _____



An example of a completed transmittal:

The box label number field should contain the stamped number from the label.

**JEFFERSON COUNTY PUBLIC SCHOOLS
RECORDS TRANSMITTAL AND INVENTORY FORM
LIBRARY MEDIA SERVICES
ARCHIVES AND RECORDS CENTER**

Please make three copies of this form

For Archives staff only ← leave this section blank

Box Label No. 11111

Location No. _____

School or Dept. Superintendent's Office

Accession No. _____

Date shipment prepared 8-1-05

Destruction Year _____

Person preparing shipment John Doe

Date Received _____

Telephone number 9999

Series No. (from Records Schedule) L2468

← additional series numbers and titles may be entered in the description

Title (from Records Schedule) Press Releases

← area below if needed

Inclusive dates of records 2001 to 2003

← dates of records in this box only. Enter years only.

Box 1 of 1

Database keyed _____

Restrictions: () Confidential () Open

INSTRUCTIONS

Itemize below contents of box. Only records included in the Records Retention Schedule will be accepted. Enter the name of the school or office on the School or Dept. line above, do not enter individuals' names in that space. Send original copy of this form to the Archives and Records center, C. B. Young, Jr., Service Center. Retain one copy of the form for your file for future reference. Enclose the third copy in the box with the records. You will be notified when boxes can be transferred to the Archives.

Item Description of Records:

Weekly press releases distributed to media outlets, July 2001-June 2003 ← [an example of more description of the records]

[Enter additional series numbers and titles here if needed.]

Enter more information about the records to help you and Archives staff identify records. This might include an alphabetical sequence contained in the box, e.g., A-C, a sequence of dates, how your office refers to the records, etc.

Enter information about the retention period for any records with indefinite retention, e.g., when students in the records might reach a certain age or when a specified number of years have passed since graduation, or other information that applies to the records described here.

Records enclosed are presumed to be eye-readable records on paper unless otherwise specified. Provide information about any non-paper records included, such as microfilm, microfiche, cassettes, or other media that require machinery to read or use. Include the quantity of such material, such as number of reels or cassettes and so forth.]

(Note: If additional space is required, please attach an additional sheet.)