



Records Storage Box Label

Please complete one label for each box that has been approved to be moved into the UT Dallas Records Management Center. Contact Records Management at RecordsManagement@utdallas.edu or 972-883-2262 if you have any questions.

(cut on dotted line)

For Legal Affairs Use:			
Inventory #:		Locator #:	
For Department Use:			
Department Name & Contact Info:			
Agency Item No.:		Date Stored:	
Fiscal/Academic Year:		Return to Department on:	
Description:			Box ___ of ___

(cut on dotted line)