

## Instructions for Filling Out Box Labels + Box Label Templates

Box labels can be filled out electronically and printed, or they can be printed and filled out by hand.

All fields correlate with fields in the box list, except for unit name and staff name, which are for the box label only. For detailed instructions about how to fill out fields in the box label, see below (derived from the box list).

For consistency and convenience for the user, it is advised that box labels match entries in the box list as closely as possible. (A tip: you may want to fill out the box list first, because it has features that automatically add up characters for the fields that have character limits.)

From Date	To Date	Disposition Date	Description
<i>required</i>	<i>required</i>	<i>required</i>	<i>required</i>
<b>DD/MM/YYYY</b>	<b>DD/MM/YYYY</b>	<b>DD/MM/YYYY</b>	<b>(max: 40 characters incld. space)</b>
Earliest date in the box.	Most recent date in the box. To Date must be later than From Date.	Date the records are no longer needed, according to established retention schedule. If unsure, ask the Records Manager.	A summary to describe the contents of the box.

Classification	Unique Identifier Code
<i>required</i>	<i>recommended</i>
<b>(choose from options)</b>	<b>(max: 25 characters incld. space)</b>
The record type. Choose from options below. If unsure, or if you don't think any of the preset classifications match your records, contact the Records Management Office for help.	Use this field if you have assigned your own alphanumeric IDs for the boxes. (Ideally, there should be a unique, non-repeating code for every box your unit has in storage.)
Teaching Organization - Curricula	
Teaching Organization - Marked Work - Exam Records	
Financial Management	
Financial Management - T4s	
Governance - Minutes	
Governance - Strat Planning	
Governance - Reporting	

Administration - Policy and Procedure
Human Resources - Personnel Files
Human Resources - Grievances
Human Resources - Health & Safety Files
Human Resources - Hiring
Human Resources - Leave Management
Human Resources - Student Personnel Files
Human Resources - T&P
Human Resources - Awards
Research - Human Ethics
Research - Grants & Grant Apps
Research - General Administration
Student Affairs - Student Records

Other (may refer to NOTES 1 in box list)	Other (may refer to NOTES 2 in box list)	Other (may refer to NOTES 3 in box list)
<i>optional</i>	<i>optional</i>	<i>optional</i>
<b>(max: 25 characters incld. space)</b>	<b>(max: 25 characters incld. space)</b>	<b>(max: 25 characters incld. space)</b>
Any additional information about boxes / continued description.	Any additional information about boxes / continued description.	Any additional information about boxes / continued description.

Other (may refer to Sequence Begin in box list)	Other (may refer to Sequence End in box list)
<i>optional</i>	<i>optional</i>
<b>(max: 15 characters incld. space)</b>	<b>(max: 15 characters incld. space)</b>
Control Group Batch # start. For Sequence Begin / Sequence End fields, fill in both OR leave both blank. Values must be sequential, demonstrating an increase or progression from Beginning to End.	Control Group Batch # end. For Sequence Begin / Sequence End fields, fill in both OR leave both blank. Values must be sequential, demonstrating an increase or progression from Beginning to End.

<b>Unit Name</b>	
<b>Staff Name</b>	
<b>From Date</b>	
<b>To Date</b>	
<b>Disposition Date</b>	
<b>Description</b>	
<b>Classification</b>	
<b>Unique Identifier Code</b>	
<b>Other</b>	

<b>Unit Name</b>	
<b>Staff Name</b>	
<b>From Date</b>	
<b>To Date</b>	
<b>Disposition Date</b>	
<b>Description</b>	
<b>Classification</b>	
<b>Unique Identifier Code</b>	
<b>Other</b>	