

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.

For consistency and convenience, it is advised that box labels match entries in the box list as closely as possible. Fill out the box list first and send it to the Records Management Assistant for review. Once it has been approved, then fill out the box labels to match entries in the box list.

From Date	To Date	Disposition Date	Description
<i>required</i>	<i>required</i>	<i>required</i>	<i>required</i>
DD/MM/YYYY	DD/MM/YYYY	DD/MM/YYYY	(max: 40 characters incld. space)
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>
(choose from options)	(max: 25 characters incld. space)
The record type. Choose from options in the drop down menu. 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.)

Other (correlates to NOTES 1, NOTES 2 and Notes 3 in box list)	Other (correlates to Sequence Begin and Sequence End in box list)
<i>optional</i>	<i>optional</i>
(max: 25 characters per field incld. space)	(max: 15 characters per field incld. space)
Any additional information about boxes / continued description.	Control Group Batch numbers. 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.

Unit Name	
Staff Name	
From Date	
To Date	
Disposition Date	
Description	
Classification	
Unique Identifier Code	
Other	

Unit Name	
Staff Name	
From Date	
To Date	
Disposition Date	
Description	
Classification	
Unique Identifier Code	
Other	