**MTSU Records Box Label**Records management/retention for on-site storage

|  |
| --- |
| **Record Series Title (exactly as shown in Records Management Database):** |
| Click or tap here to enter text |
| **Department:** |
| Click or tap here to enter text. |
| **Division:** |
| Click or tap here to enter text. |
| **RDA Number:** |
| ­Click or tap here to enter text. |
| **Start Date of Records:** |
| Click or tap to enter a date. |
| **End Date of Records:** |
| Click or tap to enter a date. |
| **Destruction Date:** |
| Click or tap to enter a date. |
| **Box Number: \_\_\_\_\_\_\_\_\_\_\_\_\_ of \_\_\_\_\_\_\_\_\_\_\_\_\_** |