



DATA MANAGEMENT BUSINESS RECORDS

Offsite Storage and Service

CLIENT: _____
ACCOUNT CODE: _____

Prepared By: _____
Telephone and Ext. : _____
Date Transferred: _____

NEW BOX FORM

COMPLETE ONE FORM FOR EACH BOX
PLEASE PRINT OR TYPE

When using alternate box numbers use the same number of digits for each box. Example: Instead of box 1 use 0001, instead of 300 use 0300.

Alternate Box Number

☆ Write number exactly as it appears on box.

Box Type	DM Personnel	Place Small Container ↑ Barcode Here ↑

Description :

Description

Destroy	Date
MM	YY

* If Permanent use "Perm".

From Date	To Date
/ /	/ /

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Dept. No. (Level 2)

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Place an "X" in this Box if New Department Number.

Dept. Name (Level 2)

Rec No. (Level 3)

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Place an "X" in this Box if New Record Code.

Record Name (Level 3)

Additional Information - Not Data Entered (Customer Use Only)

NEED ASSISTANCE?

Macon (478) 745-0191

Tuscaloosa (205) 752-0471