PennState
Office of Records Management

RECORDS CENTER
BOX CONTENTS FORM

Complete this form to list the individual files within boxes when transferring University Records for storage at the Inactive Records Center. This will help with retrieving files for access by the originating department. Review the University's Records Retention Schedules to ensure compliance with records organization, retention, and disposition requirements.

Department Name:	**Department Address:**
Department Contact Name:	
Box Name (Description of Records:	
Box Number (Current Year/Number):	
Instructions: Use as much information (file description/name/date) as it appears on the file or folder. List the files below in the same order, as they are the box.	

File Number:	File Description/Name/Date:
i.e.; 1.	***i.e.; Executive Director Search Committee – 2019***