**Box Inventory List**

Box #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Series Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Series Number: \_\_\_\_\_\_\_\_\_\_\_ Date Range of Box:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Folder Name | Dates Included | Description |
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\*Other columns to consider: # of copies (if any), location(s), format(s), suggested classification.

\*\* Keep a copy of the container list in the box at all times. Maintain a copy in your office for reference.