

Temporary Records Housing & Shredding Form

(Complete one form per box top)

Please mark **X** in the box that applies:

Shred ASAP	Please Temporarily House
X	X
PERMANENT HOUSING	Shred Date:
X	YEAR

SITE	
DEPARTMENT/ CONTENTS	

- 1. Clearing & Completely Fill out form
- 2. Tape this form on top of every box
- 3. Contact Warehouse for arrangements