



Union Public Schools

Records Retention Box Label

Box #:

of:

SCHOOL / DEPARTMENT OF ORIGIN:

BOX
CONTENTS:

RECORD DATE RANGES: FROM:

TO:

ALPHA-NUMERIC RANGE: FROM:

TO:

PERMANENT RECORDS: (Keep forever, per state or Federal law)

☐

NO

☐

YES

KEEP FOR:
(# YEARS)

(From last range date)

DESTRUCTION
DATE:

Use Avery™ Label 5126



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