 **Records Retention Box Label**

 **EXAMPLE**

**CDOT Records Management Program**

The contents of this box must be retained for the time period stated below.

|  |  |
| --- | --- |
| Records Retention Schedule Number:  G.R.S. 7-A-3 | Records Title: Purchase Orders |
| Date Range:  FY 2015  | Disposition/Destruction Date:7/31/2021 |
| Box Number:  7 of 12 | Originating Office: Procurement  |

 **Records Retention Box Label**

 **EXAMPLE**

**CDOT Records Management Program**

The contents of this box must be retained for the time period stated below.

|  |  |
| --- | --- |
| Records Retention Schedule Number:  Unique Schedule 16-04-9 | Records Title:  Survey Field Books |
| Date Range: 1930-1942 | Disposition/Destruction Date:  Permanent  |
| Box Number:  3 of 25 | Originating Office: Right Of Way |