 **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 |