 **Records Retention Box Label**

**CDOT Records Management Program**

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

|  |  |
| --- | --- |
| Records Retention Schedule Number: | Records Title: |
| Date Range: | Disposition/Destruction Date: |
| Box Number: | Originating Office: |

 **Records Retention Box Label**

**CDOT Records Management Program**

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

|  |  |
| --- | --- |
| Records Retention Schedule Number: | Records Title: |
| Date Range: | Disposition/Destruction Date: |
| Box Number: | Originating Office: |