

**MONTGOMERY COLLEGE RECORDS MANAGEMENT**  
**Central Services, 9221 Corporate Blvd., Rockville, MD 20850**  
[records@montgomerycollege.edu](mailto:records@montgomerycollege.edu)

## Carton Contents Sheet

Instructions:

1. Complete one sheet for each carton and put the Iron Mountain white RFID tag in the upper right corner.
2. Make a copy and put a copy in the carton.
3. Scan and send the **set** of the Carton Content Sheets to the Records Management office with the Carton Pickup and Transfer Form.

**Office:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Contact Phone No.:** \_\_\_\_\_

**Today's Date:** \_\_\_\_\_

**Destroy Date:** \_\_\_\_\_

**Record Series Title:** \_\_\_\_\_

**Customer Box Number:** \_\_\_\_\_

### CONTENTS DESCRIPTION

Record Description	Date Range