NMC Records Transfer Schedule

To: The Records Manager, Organisational Development Directorate
From: Please insert job title and department/directorate

Message: Please arrange for the following boxes to be stored offsite

Barcode (for Records use only)	Dept Code (Alternate code)	Contents and dates (dd/mm/yy)	Retention period	Destroy Date dd/mm/yy	Object Code (carton size: S7030, S7050 or S7060)	Number of cartons in this batch
						1
						2
						3
						4
						5
						6
						7
						8
						9
						10
						11
						12
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						14
						15
						16
						17
						18
						19
						20
						21
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						35
						36
						37
						38
						39
						40

Number of cartons: **Carton Dept Reference Codes:**
Listed by:
List and record contents checked by: **Date:**
Dept. File Reference:

For Records Department use:
Transferred to off-site storage company by: **On:**