

<b>AGENCY NAME &amp; ADDRESS</b>		<b>CUSTOMER BOX NUMBER (if applicable)</b>	
Florida			
<b>RETENTION SCHEDULE NUMBER:</b>	<b>ITEM NUMBER:</b>	<b>FROM DATE:</b>	____ / ____ / ____ mm    dd    yyyy
<b>RECORD SERIES TITLE:</b>		<b>TO DATE:</b>	____ / ____ / ____ mm    dd    yyyy
<b>DESCRIPTION OF RECORDS</b> (When describing records, avoid vague terms such as "Miscellaneous." If describing a person's files, include the person's title. For example, rather than saying "Bob Smith's Files," use "Director of Marketing Bob Smith's Promotion Planning Files" instead. Make a note of the range of records in the box for future reference.) :			
STATE OF FLORIDA DEPARTMENT OF STATE Division of Library and Information Services Form LS5E200 R 09-2004		Records Storage Box Label	

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