

## Box Contents Form

for items being transferred to the UAMS Library Historical Research Center

<i>Each box should include a completed form inside (handwritten or typed)</i>	<b>For Archives Use Only</b> Date received:
Donor and/or Office of Origin:	Accession number:
Slot number or Address:	Box _____ of _____
Donor or Office contact (Name & e-mail or phone number):	Record Group:

\*Remember to keep folders/documents in original order and arrangement, if at all possible.

Brief description (or list) of items in box:

**Comments** (include any additional information about the records or donor that might be helpful in understanding either the informational content of the records or the context in which they were created)