



RECORD STORAGE LABEL / LOCATOR CARD

Department of Material Services, Records Management - Central Campus

PLEASE READ INSTRUCTIONS ON PAGE 2 BEFORE COMPLETING FORM

PLEASE TYPE

1. COST CENTER NUMBER		2. COST CENTER NAME		12. L O C A T I O N	ROW
3. RECORD SERIES TITLE		4. SCHEDULE NO.	5. ITEM NO.		SECTION
6. DEPARTMENT HEADS RECOMMENDED PERIOD OF RETENTION - REQUIRED (if same as State, enter "Same")					SHELF LOCATION
7. CARTON NUMBERED	8. DATES IN THIS CARTON (Earliest to Latest)	9. SEQUENCE OF CONTENTS IN			HOLDING AREA AWAITING DEST'N
OF	FROM: TO:	FROM: TO:			
10. DESCRIPTION OF ACTUAL DOCUMENTS (<u>SUMMARIZED</u>) IN THIS BOX					
FOR OFFICE USE ONLY					
11. MICROFILMED (Check one only)				ACTUAL DATE OF DESTRUCTION	
<input type="checkbox"/> Yes <input type="checkbox"/> to be microfilmed <input type="checkbox"/> Not to be microfilmed					

ORIGINAL: CARTON LABEL (Narrow End)

FIRST COPY: RECORDS MANAGEMENT (via Phys. Plant)

SECOND COPY: COST CENTER (file copy)

"AN EQUAL ACCESS/EQUAL OPPORTUNITY INSTITUTION"

RIM-2 (Rev. 2/11)

INSTRUCTIONS FOR COMPLETING RIM-2:

A. Call Records/Information for the assignment of carton location in records storage center.

B. Type ALL information requested.

C. Complete the following information:

1. Cost Center Number - enter all 9 digits.
2. Cost Center Name - official name
3. Record Series Title - official title as listed in retention schedules - State Form DS-RM 105 or 106 - if you do not have a copy, please request one.
4. Schedule Number - as listed on upper right-hand corner of retention schedules Form DS-RM 105 or 106.
5. Item Number - as listed in left-hand column of Retention Schedules Form DS-RM 105 or 106.
6. Department Heads recommended period of retention - length of time records should be kept not to exceed minimum state requirements unless necessary.
7. Cartons to be numbered, i.e. 1 of 1, 1 of 4, 2 of 4, 9 of 10, etc.
8. Dates in this carton to be from the oldest to most recent dated records in this specific carton, state fiscal year or academic year.
9. Sequence - based on the filing sequence, indicate the beginning and ending alpha or numeric documents identifier in this specific carton. If none, put N/A.
10. Description - list only the specific types of documents in this specific carton. This description should be specific enough to be able to identify one or more of the documents in the carton (if more room is required, put on separate sheet. One copy in box and one copy with RIM-2.)
11. Microfilm - check appropriate box.
12. Add assigned shelf location in **row/section/shelf** location box.

Box Instructions: Apply ORIGINAL as carton label (use heavy duty tape around edges) to narrow end of box. Tape cartons with heavy duty tape securely overlapping ends around cartons. When cartons are ready for pick up, complete RIM-3 and send the ORIGINAL and FIRST COPY to Physical Plant. This is your work order and schedule for pick up of cartons. File the SECOND COPY (Cost Center file copy) of the RIM-2 and RIM-3. Be sure that your cartons are taped securely. Unassigned/unlabeled/unsecured cartons **WILL NOT** be picked up.