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| **Box Number** |  |

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| **List is Filled by** |  |
| **Date** |  |
| **Dep./Unit** |  |
| **Summery of Content** |  |
| **Area Box Number** |  |
| **Proposed Retention Timeframe** |  |

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| **File Code** | **File Title** | **Date Range** | **File Responsible** |
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**Signature of the Delivering Unit Signature of Archiving Chief**