**Maine State Archives Packing List Page 1 of**

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| --- |
| **Box Number:**  |
| **File Number (if applicable)** | **File Name or Subject** | **Open Date** | **Closed Date** | **Folder Number** |
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**Packing List Form Instructions**

State agencies must use this form to identify records being transferred to either the Maine State Archives or the State Records Center. Fill out a separate packing list for each box, using multiple pages if needed.

For retention records, place the packing list inside each box on top of the records, please do not tape to the inside cover or the outside of the box.

For final disposition archival records, include your packing list(s) when submitting the Transmittal of Records form.

**Complete the following:**

Box Number: See transmittal instructions for box numbering information.

File Number: Case number, docket number, LD number, or any other number used to identify the file.

File Name or Subject: Name of the file when relevant, otherwise use the subject (such as the person, company, or topic) on which the file is referring.

Open Date: Date at which the file was first created.

Closed Date: Date at which the file became inactive (this is important for determining retention).

Folder Number: This column only needs to be filled in for archival records. The number of the folder in the box (the first number for each box should always be 1).