



www.aikencountysc.gov

Aiken County
IT Records Management Division
1930 University Parkway, Suite 3500
Aiken, SC 29801
(803) 642-1634

Record Type: _____

Dates: _____

Do any records in this box contain personally identifiable information? (SSN's, etc.)

Yes No

Contact Name: _____ Phone #: _____

E-mail Address: _____

Department: _____

Instructions:

- Please fill out this form and attach to each box you are submitting to Records Management.
- Use one form per box.
- Please be sure to tape all 4 edges of the form to the box.

ITRM/TW/2014-10-08/ITRM_BoxLabelDouble.docx



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