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

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.