# Box Contents Form

for items being transferred to the UAMS Library Historical Research Center

<table>
<thead>
<tr>
<th>Each box should include a completed form inside</th>
<th>For Archives Use Only</th>
</tr>
</thead>
<tbody>
<tr>
<td>(handwritten or typed)</td>
<td>Date received:</td>
</tr>
</tbody>
</table>

Donor and/or Office of Origin:

Accession number:

Slot number or Address:

Box _____ of _______

Donor or Office contact (Name & e-mail or phone number):

Record Group:

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*Remember to keep folders/documents in original order and arrangement, if at all possible.

**Brief description (or list) of items in box:**

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**Comments** (include any additional information about the records or donor that might be helpful in understanding either the informational content of the records or the context in which they were created)

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4/21/2011