



# Business Records Management

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Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Client Name \_\_\_\_\_ Acct # \_\_\_\_\_

Department \_\_\_\_\_

Prepared By \_\_\_\_\_

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## INVENTORY STORAGE TRANSMITTAL

No	BOX BAR CODE	DATE OF CONTENTS		FILE SEQUENCE (i.e A - J, or 001 -009)	DESCRIPTION	DESTROY DATE
		FROM	TO			
1						
2						
3						
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7						
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10						

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