AGENCY NAME:       DATE OF STORAGE:      ADDRESS OF RECORD STORAGE:

SERIES #:       BOX #:       STARTS WITH:       ENDS WITH:

CONTACT NAME:       PHONE NUMBER:

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| **RECORD TYPE AND/OR NAME ON RECORD** | **RECORD**  **NUMBER** | **DOB** | **TIMEFRAMES OF RECORDS**  **(First DOS-Last DOS)** | **NUMBER OF VOLUMES** | **RECORD MEDIA** |
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