

Labelling Boxes for the Records Centre Yellowknife and Fort Smith

Small End of the Box

Records Storage Label
(The Blue Label)



Bar-coded Box
Label

Disposition Label

- **All Boxes:** The Records Storage Label (NWT 1132) goes on the top left corner of the short end of the box. It is available from the Public Works and Services Warehouse in Yellowknife. This label is optional. You do not need to use it with the ARC File Boxes used in Yellowknife.
- **Boxes for Storage:** The bar-coded Box Label goes on the lower right corner of the small side of the box. You will use it on boxes that are going to be stored in the records centre. Your Records Coordinator or the Records Management Unit of Public Works and Services will send this label to you.
- **Boxes for Final Disposition:** The Disposition Label goes on the lower left corner of the small end of the box. You will only use this label if you are sending your boxes to be destroyed or sent to the NWT Archives right away. The Records Management Unit will send this label to you.

Labelling Boxes for the Records Centre Inuvik and Fort Simpson

Long Side of the Box



- **All Boxes:** The Records Storage Label (NWT 1132) goes on the top left corner of the long side of the box. It is available from the Public Works and Services Warehouse in Yellowknife. This label is optional.
- **Boxes for Storage:** The bar-coded Box Label goes on the lower right corner of the long side of the box. You will use it on boxes that are going to be stored in the records centre. Your Records Coordinator or the Records Management Unit of Public Works and Services will send this label to you.
- **Boxes for Final Disposition:** The Disposition Label goes on the lower left corner of the long side of the box. You will only use this label if you are sending your boxes to be destroyed or sent to the NWT Archives right away. The Records Management Unit will send this label to you.