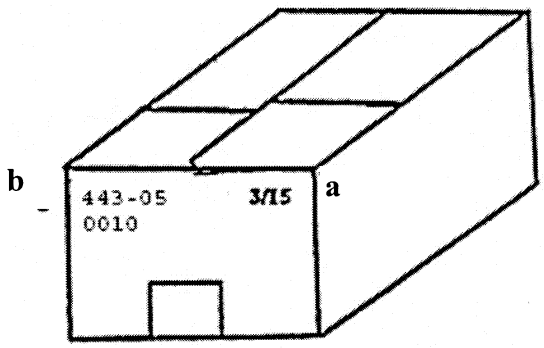
TRANSFER, WITHDRAWAL AND DESTRUCTION OF RECORDS AT THE WASHINGTON NATIONAL RECORDS CENTER

SAMPLE OF CORRECT BOX IDENTIFICATION AND ASSEMBLY



MARKING AND CLOSING OF BOX

a

Place box numbers in the upper right corner, showing the box number and the total boxes in the accession (e.g., 3/15 is box 3 of 15 boxes).

b

Place accession numbers assigned by the NIH Records Management Officer in the upper left corner. The numbers stand for the record group (443), a fiscal year (05) and the four-digit sequence number (e.g., 443-05-0010). Place the record group and fiscal year (443-05) on the first line and the accession number directly under the record group and fiscal year on the second line.