HOW TO PLACE BARCODES ON RECORDS BOXES

Label placement example for *new blue* Iron Mountain barcode labels.

Place blue label on one side of the box *to the left* of the handle.

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Label placement example for *old white* UA barcode labels.

Place white label on one side of the box *directly below* the handle.
DATA ENTRY FORM

Box Information Area

Record Series Code: ___________________________  Contact RMAA if you need help finding the right Record Series Code

Date Range
From: ___________________________  To: ___________________________

Alpha/Numeric Range
From: ___________________________  To: ___________________________

Description (mandatory)

* Does research involve children less than 18 years old?  Yes  No
If so, indicate future date when youngest child will attain age 18. ________________

The example above ↑ shows where to place the small white barcode receipt that comes with each new blue Iron Mountain barcode label.

The example below ↓ shows where to place the large white barcode receipt that comes with each old white UA double-set barcode label.

*Some departments now use blue Iron Mountain barcode labels, and some still use the white barcode labels. RMAA will notify you if you have been converted to Iron Mountain. This form can be used for both barcode types. See notes below.

The example above ↑ shows where to place the small white barcode receipt that comes with each new blue Iron Mountain barcode label.

The example below ↓ shows where to place the large white barcode receipt that comes with each old white UA double-set barcode label.
Records Management & Archives
Tel: (520) 621-5666
Fax: (520) 621-0538
https://rmaa.arizona.edu
rmaa@fso.arizona.edu

DATA ENTRY FORM

Box Information Area

- Place large barcode label on short end of box
  - *Large blue barcodes go to left of handle, large white barcodes go below handle
- Place barcode receipt label in this space
  - *New large blue barcodes have a small receipt label that go here, old large white barcodes come in sets of two, one goes on box and one goes here
- Use this form for up to 3 boxes, do not cut form
- Give original form to RMAA, make an office copy

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