*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.

**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

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

Additional ____________________________
Information ____________________________

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

**Date Range**
From: ____________________________  To: ____________________________

**Alpha/Numeric Range**
From: ____________________________  To: ____________________________

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