DOE F 243.6
(11-2015)

U.S. DEPARTMENT OF ENERGY
BOX LIST

Instructions: This optional form may be used in total or part to complement or supplement local box listing practices when preparing records boxes for local storage or for transfer to an authorized records storage facility. Place completed box list in box one (1) of the lot with the option to also place a copy in the last box of the lot. Retain a local copy of the box list until authorized destruction of the records has been completed. NOTE: Both Preparer and the Reviewer should sign; cannot be the same person.

Section I. Inventory Officials

1. Preparer's Name (print/type) Initials Inventory Date	2. Reviewer's Name (print/type) Initials Review Date

3. DOE Element	4. Organizational Code

Section II. Records Identification

5. Schedule Authority – Cite the applicable records disposition schedule (e.g, GRS 1 Item 4, N1-434-89-1 Item 2)

6. Accession/Physical Transfer No.	7. Box/E-file Count (lot total)	8. Sensitivity (e.g., Q, FRD, PII)

Section III. Inventory List

9. Inventory – Identify record files and/or folders, and describe contents or special considerations as necessary, including any special handling instructions.

9a. No. ____of ____	9b. File Identification	9c. Notes *(optional)*

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Accession/Physical Transfer No.	DOE Element	Organizational Unit	Prepared by *(initial & date)*	Reviewed by *(initial & date)*

9a. No. _____ of _____	9b. File Identification	9c. Notes *(optional)*

Blank pages may be reproduced locally as needed to continue box listing.