

Add Item

Customer GA/FL-Atl/Tallah.AD000567.Emory University	Department Select Department	Type BOX	Requested For Anita Vannucci
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Retain data entered on add

Box Barcode #	User Box #	Short Description *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Content Range Begin	Content Range End	
<input type="text"/>	<input type="text"/>	
Detail Description		
<input type="text"/>		
Retention Review Date	From Date	To Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
Retention	Browse	
<input type="text"/>		
Indexed Notes		
<input type="text"/>		

1. If it's not preselected, choose your department from the dropdown menu.
2. Enter the barcode number affixed to your box. Barcodes can be ordered from Access through FileBridge. This is a required field.
3. If you use an in-house numbering system for your boxes, include that information here.
4. Provide a basic description of the box contents (ex: grant X, student files, contracts, etc.). This is a required field.
5. Use the Content Range Begin and Content Range Ends field to expand on the Short Description by indicating the scope of the box contents. For example, if the box contains student files, the range may be students with the last names Adam (begin) to Lowell (end).
6. Use Detail Description to include further information about the box that will help you locate records later.
7. Identify the date at which the records are eligible for destruction in Retention Review Date. This is a required field.
8. Use From Date and To Date to identify the date range of records in the box. For example, student files may be from academic year 2012 (from) to 2013 (to).
9. Emory's retention schedules are being loaded into FileBridge as they are updated. You may select an appropriate records series from the dropdown list provided.
10. If you have created an inventory of files within a box, include that information in Indexed Notes.
11. When you're finished, select Save. The box will be stored in your shopping cart. After you've finished entering all boxes, go to your shopping cart and submit a work order to schedule pick up by Access.