



## Handout 3.1—Sample Pack-Out Tracking Log

Records Storage: \_\_\_\_\_  
Shelf Location: \_\_\_\_\_  
Office: \_\_\_\_\_  
Office Location: \_\_\_\_\_  
Office Contact: \_\_\_\_\_

*Table 1: Pack-Out Tracking Log*

Cabinet/Drawer #	Box #	Description of Files	Security/ Privacy Concerns? (Y/N)	Records Priority	Media	Staging Location	In-House Recovery Process Air Dry	In-House Recovery Process Vacuum	In-House Recovery Process Clean	Date and Initials	Outsource Recovery Process
<i>SAMPLE ENTRIES:</i>											
F2 R83 U2 S5	2	Gilmer County Plats	No	Medium	Doc	Loading Dock				2/2009 CW	Vacuum freeze dry
F2R84U4S5	3-5	Government Prints	No	High	Photos	Cons Lab	x		x	2/2009 CW	N/A
F2R84U5S2		Tax Digests	Yes	Medium	Bound	Rm 221	x			2/2009 CW	N/A

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