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| **Agency**      | **Barcode *(IARA Use)*** |
| **Division**      |
| **Records Series Title**      | **Records Series Number**      |
| **Inclusive Dates** | **Arrangement of Files****[ ]  Numerical, From:**       **[ ]  Alphabetical, From:**       **[ ]  Chronological, From:**       |
| **From**      | **To**      |
| **Carton Number**      | **Notes**      |
| **Location Number**      | **Destruction Date *(month/year)***      |
| State Form 25186 (R6 / 6-15) *(Instructions: To be used with State Form 46634.)* |
|  |
| **Agency**      | **Barcode *(IARA Use)*** |
| **Division**      |
| **Records Series Title**      | **Records Series Number**      |
| **Inclusive Dates** | **Arrangement of Files** **[ ]  Numerical, From:**       **[ ]  Alphabetical, From:**       **[ ]  Chronological, From:**       |
| **From**      | **To**      |
| **Carton Number**      | **Notes**      |
| **Location Number**      | **Destruction Date *(month/year)***      |

State Form 25186 (R6 / 6-15) *(Instructions: To be used with State Form 46634.)*