

Archivist:
Agency Name:
Agency Code:
Series Name:
Source Box #:
Folder Title:

Media Type:

- CD/DVD/BLU-RAY
- 3.5" Floppy
- ZIP Disk
- 5.25" Floppy
- Flash drive
- Hard drive
- Other: _____

Handling (TDA Staff only):

- Content extracted for processing
- Content processed
- Content in TDA
- Content appraised as not archival
- Carrier media destroyed

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