

**Appendix B**  
**DESTRUCTION LABEL**

**SPRING BRANCH INDEPENDENT  
SCHOOL DISTRICT**

**DEPARTMENT/CAMPUS:**

**DESTRUCTION DATE: (MONTH/YEAR)**

**CONTENTS OF BOX:**

**BOX#:** \_\_\_\_\_

**DATE RANGE: (SCHOOL YEAR)**

**ALPHA/NUMERIC RANGE:**

- **DO NOT PLACE THE LABEL ON THE SIDE OR ON THE TOP OF THE BOX.**
- **THE LABEL MUST BE TAPED TO ALL FOUR (4) SIDES OF THE BOXES.**
- **SECURE ALL FOUR SIDES OF THE LABEL WITH WIDE CLEAR PACKING TAPE (NO EXCEPTIONS).**

**\*\*\*\* ONLY USE THIS LABEL WHEN NOT USING HCDE BOXES\*\*\*\***

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