

## Name the Box and Assign it to Yourself

- Agency Box/reel No – Provider Certification Closed Files 2002
- Box Status – In Progress
- Records Center Barcode – See Sue for this barcode as each file will have to be assigned to the same barcode so we can get them back from archive if needed
- Assigned To – Your Name

It should appear at the top of the list.

| Box Name    | Status      | Created By  | Assigned To |
|-------------|-------------|-------------|-------------|
| Box 1 (1)   | In Progress | Box 1 (1)   | Box 1 (1)   |
| Box 2 (2)   | In Progress | Box 2 (2)   | Box 2 (2)   |
| Box 3 (3)   | In Progress | Box 3 (3)   | Box 3 (3)   |
| Box 4 (4)   | In Progress | Box 4 (4)   | Box 4 (4)   |
| Box 5 (5)   | In Progress | Box 5 (5)   | Box 5 (5)   |
| Box 6 (6)   | In Progress | Box 6 (6)   | Box 6 (6)   |
| Box 7 (7)   | In Progress | Box 7 (7)   | Box 7 (7)   |
| Box 8 (8)   | In Progress | Box 8 (8)   | Box 8 (8)   |
| Box 9 (9)   | In Progress | Box 9 (9)   | Box 9 (9)   |
| Box 10 (10) | In Progress | Box 10 (10) | Box 10 (10) |