# Archive Location List

Below is a template for an archive location list. Use the ‘Location Reference’ column to fill in the location of the archive items, for example a shelf or cabinet number, and in the ‘Boxes/files column fill in the reference numbers of archives in that location. There are examples to follow, and blank space to fill in your own lists.

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| **Location Reference** | **Boxes/files** |
| *Example:*  *Bay 1, Shelf 1* | HS/1/1  HS/1/2-4  HS/3  DT/4-5 |
| *Example:*  *Bay 1, Shelf 2* | HS/4/1/2  HS/2/7-18  HS/5/1-3  HS/5/4-6  HS/5/7-10 |
| *Example:*  *Cabinet 1, Drawer 2* | AB/1/1-4  CF/1-5 |
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| **Location Reference** | **Boxes/files** |
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