# 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.

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

|  |  |
| --- | --- |
| **Location Reference** | **Boxes/files** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |