

University of Missouri

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Department Name	
Department Address (Room, Building, and Campus)	Customer Number
Location of Records to be picked up	

EACH FORM UM 34 CAN BE USED TO SEND UP TO 15 BOXES TO THE RECORDS CENTER.

For your records, create a detailed listing of the contents of each box. (Optional)

See the Completion Instructions for
help completing this form.

**Shaded area for
Records Management use only**

[illegible]