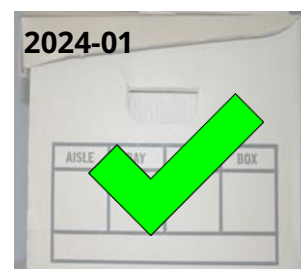


Temporary Box Number Tips

Temporary box numbers:

- are simple and concise. They serve as a unique identifier until the boxes arrive at Records Centre and are assigned a location number.
- are 9 characters or less in length. The recommended format is the year of transfer followed by a consecutive box count, e.g. 2024-01, 2024-02, etc.
- maintain the security of the records by not identifying your organization or the subject of the contents of the box



Please note that Records Centre reserves the right to defer pick up until issues are resolved.

To help you prepare your records for transfer to Records Centre or the Provincial Archives, you can find this and other useful guides and checklists on our webpage: [Records Centre Services](#)

Questions or comments?

Email us at: records.centre@gnb.ca or call 506-453-2897