This form is a list of the records making up a consignment, e.g. files, volumes, etc.

You must:

* list the record items in the order in which they were created and used
* match the order in which items are packed within the boxes, and
* show file numbers on the list to clearly indicate which items are in each box.

| **Box number:** | **Project Reference**  | **Sponsor Detail**  | **Clinical trial Name and PI**  | **Archival** **Start date:** | **Destruction date:** |
| --- | --- | --- | --- | --- | --- |
| 1  | Eg. 2020/STE02345 | Eg. AmgenContact email/phone  | Eg. Aristotle PI: Prof P.Parker  |  |  |
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