

Imaging Public Records for Microfilm Preservation

Templates for Targets

Developed by the
Local Records Preservation Program,
Missouri State Archives

Last Update: September, 2024

TITLE TARGET

Missouri Local Records Preservation Grant Project

COUNTY/CITY:

OFFICE:

RECORD SERIES TITLE:

DATES (Inclusive):

ARRANGEMENT:

CONFIDENTIAL: YES NO

CLOSED: YES NO

[This will be the initial target for any imaging project. It will be imaged at the beginning of each record series. Delete this text before printing]

Record Series Title

[from retention schedule, 36 pt. font, delete this text before printing]

Volume #, Letter, or Box

[28 pt. font, delete this text before printing]

Begin Date – End Date

[28 pt. font, delete this text before printing]

PAGES ____ - ____
ARE BLANK

[66 pt. font, delete this text before printing]