RECEPTACLE RECORD		1. PS FORM 3801 DATA ☐ ON FILE ☐ NOT ON FILE		2. RECEPTACLE NUMBER
3. NAME OF RECEPTACLE HOLDER *(Last, First, Middle Initial)*	4. DATE ISSUED *(YYYYMMDD)*	5. RECEPTACLE COMBINATION	6. DATE CLOSED *(YYYYMMDD)*	7. DATE COMBINATION CHANGED *(YYYYMMDD)*

DD FORM 2262, JUN 2000 PREVIOUS EDITION IS OBSOLETE. Reset Adobe Professional 7.0

INSTRUCTIONS

1. All entries must be typed or printed.

2. PS Form 3801 Data. Indicate by inserting an "X" in the appropriate box.

3. Issue of Receptacle. Type or print name of receptacle holder and date issued.

4. Closure of Receptacle. Enter the date of closure and the date combination was changed (combination must be changed within five duty days from date of closure). Enter the new combination below the old combination.

5. File the receptacle record at the rear of the file (inactive) and issue the receptacles that have been closed the longest.

6. Maintain a current record of receptacle maintenance data, i.e., repairs, etc., and maintain a separate section in the file for damaged receptacles awaiting maintenance.

RECEPTACLE MAINTENANCE RECORD

8. DATE *(YYYYMMDD)*	9. TYPE OF MAINTENANCE

Reset