

### Records Storage Box – Packing Instructions

The following guidelines are to be used to ensure that records are packed properly in standard record storage boxes:

- For Storage Purposes - Use only approved Records Center boxes (Small banker boxes – 1.2 cubic feet).
- Records should be packed in the same order they are filed in the agency.
- Leave approximately one (1) inch of space in each box to facilitate retrieval.
- Records should not be placed on top of other records in the box.
- Tops of boxes **SHOULD NOT** be taped.
- Do not mix record media (i.e. Microfiche with paper records).
- Please do not write on boxes except to number boxes (i.e. 1 of 10) and a BRIEF contents identifier (i.e. 1998, A-E).
- Please remove records from hanging files and 3-ring binders (removing all binder clips) and place in clearly identified file folders or file pickets. (Reuse binders, hanging files and binder clips for active records or return them to your office supply section for reuse).
- If you are transferring records in a media other than paper (i.e. Microfiche, audio/video tapes, and magnetic media) Note media type on the transmittal within the description of the contents for that box.
- Each box **MUST** include a container list of all records.
- Once received by Archives, the records will be inspected for accuracy. The records will be processed and stored with the following information labeled on each box: Agency name, Agency box no., Records center storage location, and the disposition date.
- Please note, if records are received unstructured – they will be stored in the same unstructured manner.