

BOX INSTRUCTIONS

Please keep in mind the concept behind the construction of the Records Center was to provide records management; not strictly box storage. Thereby boxing documents in a manner that provides for folder retrieval, rather than box retrieval, is optimal. In order to accomplish folder retrieval, the department must index the box prior to transferring it to the Records Center. For easy viewing of the folder title, the label should be placed on the top of the folder whenever possible. Being able to retrieve a folder provides easier processing at the Center, easier transportation of documents from Center to requesting department/division, and more efficient use of office space within the requesting department/division. For example, if 25 requests are received for the a.m. mail run and 25 boxes are requested vs. 25 folders, it takes more time to pull and make ready for pickup, more space is utilized within the mail vehicle and more trips for the mailperson into locations, and takes more space within the department/division to house until requested info is no longer needed.

Keep in mind that the boxes are stored on 4 levels with 2 boxes high and 2 boxes deep. Being able to move as few boxes as possible to access the box and then be able to easily determine which folder is needed, is optimal.

WHEN PACKING THE BOX PLEASE REMEMBER: Do not over pack – reach your hand to the bottom of the records and leave 1 – 2 inches of space the entire width of the folder –folders with acco fastners, binder clips, paper clips, etc. may cause one side to be tighter than the other. Also keeping this amount of space helps keep the weight within the 30 lb. limit. Please also keep in mind that leaving a significant amount of space in a box allows for the records to fall over, bend, and makes it difficult to pull records (if unavoidable, I have acquired supports to address this situation). Also remember to leave some room if you anticipate interfiling within a box. Whenever possible do not use binder clips or paper clips, they rust and stick to the documents.

Do not use rubber bands – in a very short period of time they break or stick to the documents. Expandable folders (no larger than 3") help in keeping groups of records together. Label folder appropriately.

Do not write on the box or the lid - except for the Transfer List (TL) # and the Box #. In the case of the current boxes provided, you may place the TL # and Box # in the space headed “contents” – write the TL# first (in the following example I have used “1” as the Transfer List #), followed by a dash, followed by the box #, i.e., 1-1, 1-2, 1-3. Please note there is an INSIDE to the box lids.

Place the signed, original Transfer List in Box #1.

Try not to stack the boxes more than 2 to 3 high in your office when preparing the Transfer List, due to the potential of the structural integrity being reduced. When the tops of the boxes cave in, it makes it extremely difficult to slide the box across the top of another to be located on the top of the back row.

If you have any questions or are uncertain of something, please contact me (X731) before proceeding; sometimes it can be a real time saver...for both of us.

Thank you!

Lisa M. Hopkins
Records Manager

PLEASE RETURN ANY UNUSED BOXES.