RECORDS STORAGE BOX – PACKING INSTRUCTIONS

Use the following guidelines to ensure that your records are packed properly in standard records storage boxes:

✓ Records should be packed in the same order as they are filed in your agency,

✓ All records in each box should belong to the same record series,

✓ All records in each box should have the same retention period,

✓ About one inch of space should be left in each box to facilitate referencing,

✓ Records should not be placed on top of other records in the box,

✓ The weight of each box should not exceed 35 pounds, and

✓ Records should face the long (15 inch) side of the box; letter-size records may face the short (12 inch) end of the box to make use of available space in the back of the box (see diagram).