

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).

