

Records Storage Procedures

1. All records must be stored standard size banker boxes.
2. There can be no hanging file folders or binders in the boxes and the lids must fit securely, but should not be taped. The box cannot be overstuffed!
3. The boxes will **NOT** be misshapen! The box lids must be in good condition and must fit on the box tightly!!! We cannot put boxes on the shelves if they are misshapen, ripped, or collapsing.
4. All boxes must have indexes inside them detailing what the boxes contain if the outside label does not. The labels should be on the front of the box, not the top. The handles of the boxes must be accessible. No labels can be placed over the handles.
5. All boxes should be clearly labeled with the department they are from, what the boxes contain and the date ranges (month and year).
6. An Incoming Records Tracking Form must be filled out completely detailing the number of boxes and the contents.
6. When the boxes are ready for pick-up, please call the Records Management Department to request records pick-up.

***Boxes will NOT be picked up from the requestor if these procedures are not followed!**