Packing Tips For Transferring Records

DO

- Use standard record cartons. Contact RMS to order empty boxes.
- Place all documents in folders. All folders should be labeled, so records can be easily identified.
- Pack either legal or letter size folders. Pack legal size documents facing the 15” side of the box and letter size documents facing the 12” side. Place folders in the upright position.
- Pack records in the same order they were filed in your office. This aids in locating records to retrieve back to your office.
- Remove hanging folders or pack facing the 15” side of the box.
- Try to pack only one type of record in each box. If you mix different types of records in one box, be sure to note where one type ends and the other begins.
- Use these boxes to pack items other than folders. Pack binders, books and other media so that they lay flat in the box, are secure, and the lid fits tightly.

DON’T

- Pack oversized items in a record carton. Contact RMS to make special arrangements if the items will not fit in a record carton.
- Over pack your boxes. Leave about 2-3 inches of space between the last folder and the box.

_The Archives may refuse any material that is not properly packed in a standard records carton._