Storing Records At The Records Center

In order to quickly and accurately transfer your eligible records to the Records Center, please make sure that you complete all the steps outlined in this checklist. If you have questions please contact RMS at 617-495-5961 or archives_rms@harvard.edu.

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| 1. Identify records eligible for storage | - Use the General Records Schedule or your office-specific records schedule to identify the types of records you have and how long you need to keep them.  
- Records that are no longer used regularly by your office, but have not met their retention requirements are good candidates for off-site storage. |
| 2. Order records center boxes and barcodes | - Use only standard record cartons for storage. Boxes measure 12"Lx15"Wx10"H.  
- Order approved boxes and barcodes directly from RMS via e-mail.  
- Boxes and barcodes will be delivered to your office within 2-3 business days. |
| 3. Pack, label and barcode boxes | - Tips for packing records can be found on the next page.  
- You can write directly in the middle area of the 12' side of the box, or make or your own labels to place on the box  
- Barcodes should be placed in the lower right corner of the box, next to the label. **Do Not** write on the barcode. Please make sure that the entire barcode is visible  
- Records Center couriers will refuse to pick up boxes that are not packed, labeled, and/or barcoded properly.  

*See the next page for additional information and an example*

| 4. Complete Records Center Storage Deposit form. | For each deposit, complete the Records Center Storage Deposit form. Instructions are included on the second page of the form.  
Tips on filling out the form  
- Must be signed by authorized user  
- Complete all fields  
- Dates should be calculated correctly and in specified format  
- One records schedule number and review date should be assigned to each box |
| 5. Submit the completed form for review and pick up | - Email the completed form to archives_rms@harvard.edu. Once approved, RMS will order the pickup of the boxes via Harvard Depository courier.  
- Fax **only the signature page (p.1)** to 495-8011 when you are ready to transfer the boxes, or sign, scan, and send us the first page of the form via email in addition to the completed electronic form.  
- Include any special instructions for couriers regarding the box pickup.  
- Include alternate contacts at your office who can sign for the pickup. |

Records Center couriers will decline to pick up any boxes that are improperly packed, labeled, or were not included on your deposit paperwork.
Labeling and Barcodes

**Do**
- Place label information and barcode on the short (12”) side of the box, as shown.
- Write directly on the box in the middle area, or use your own stick-on label. Include your department name, records title, date span, box number (Box 1 of 10, Box 2 of 10).
- Place the barcode label in the lower right corner of the 12” side of the box as shown in the picture. Make sure that the entire barcode is visible.

**Do Not**
- Write the label information on any other side of the box.
- Place the barcode on or under the lid, or on the 15” side of the box.
- Write on the barcode.

Packing Boxes

**Do**
- Use only a standard record carton ordered through Records Management Services.
- Pack hanging folders facing the 15” side of the box.
- Place binders flat in boxes for storage.
- Pack boxes with only one type of record per box (when possible).
- Pack only records with similar destruction dates in the same box to avoid retaining records longer than necessary and incurring unnecessary storage costs.

**Do Not**
- Overpack boxes. All material must fit comfortably inside box and the lid must fit tightly.
- Rest hanging files on the sides of the boxes. The couriers will not pick up boxes with hanging files resting on the sides of the box.
- Tape the lids onto the boxes.

REVISED 7/9/2012