

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 **must** belong to the same record series
- All records in each box **must** have the same retention period
- All records should be organized alphabetically, numerically, alphanumerically or chronologically in the box
- About 3 inches of space should be left in each box to facilitate referencing, retrieval and restocking
- Records should not be placed on top of other records in the box
- The weight of each box **must not** exceed 25 pounds
- Records should face the long (15 inch) side of the box; letter-size records should face the short (12 inch) end of the box

