

AGENCY RECORDS PACKING INSTRUCTIONS

1. Refer to the your Agency's Records Retention Schedule or the Generic Office Records Retention Schedule to determine which records must be maintained.
2. Use only boxes supplied by the Archives and Records Center (ARC). Box the records by Classification (i.e. Cancelled Checks, Project Files, Time Sheets, etc.). If a box is not full, do not place another classification in the box just to fill it.
3. Do not over-fill boxes. **The Records Center boxes will break if filled past the maximum allowed weight of 40 lbs.**
 - a. Pack folders should be packed in the box so that at least two to five inches of room remain in the box.
 - b. Do not place hanging files in boxes, only file folders.
 - c. Lay books flat. Oversized books should be held separately and not boxed.
 - d. Remove computer print outs from binders before placing them in the box.
 - e. Lay photographs flat. If photographs have been placed in a photo album, leave them in the album.
 - f. Make sure all records sit below the rim of the box. This will assure that the top will fit on the box, and the box will fit on a shelf.
 - g. Non-record material (i.e. seals, metal boxes, keys, tools, unused forms) should not be sent to ARC.
4. In pencil, write the name of your office and classification in the lower right-hand corner of the blank short side of the box. **Any boxes marked with permanent ink or marker will not be accepted and the agency will have to pay for replacement boxes.** Number the boxes consecutively. The box number should be written below the classification in pencil (i.e. Office of the Archbishop, Administrative Files, #1).
5. Complete the electronic transfer form for your office. The transfer form has two tabs: Records Transfer Form (one line for each box) and the Box File Folder Form (one line for each folder). The Records Transfer Form tab is mandatory. The Box File Folder Form is optional, but it greatly aids ARC in retrieving and processing files. The more information given on the Box File Folder Form, the faster ARC is able to process requests. Contact the Archivist to request a copy of your office's transfer form. See website for an example of a completed transfer form.

Please note: before any boxes will be picked up, the Archivist must view the Records Transfer Form to ensure that proper classifications are being used.