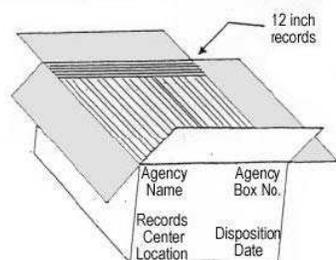


# Packing a Records Center Storage Box

## Key Points:

- The following guidance should be used to ensure that agency records are packed properly in standard storage boxes that are accepted by the State Records Center (1.2 cubic feet boxes 15"x 12" x 10").
- Boxes can be purchased from the State Records Center in bundles of 25. Contact the Records Center at (225) 922-1224 to verify the current price per bundle.
- The weight of each box should not exceed 35 pounds.
- Records should be packed in the same order they are filed in the agency.
- All of the Records in each box should have the same disposal date. If possible, they should only contain one record series.
- If you have several series with the same disposal dates, but they won't complete a box on their own, you can place them in the same box. You will need to note each series on the transmittal for that box.
- Place records in the box facing the long side (15" side) of the box. If boxing letter sized files, after you place the files facing the long side, you can take a small set of files and place them in the back of the box (parallel to the front of the box) to keep files from sliding.
- Leave approximately 1" of space in each box to facilitate retrieval.
- DO NOT USE packing tape on the TOPS of the boxes. It will hamper retrievals.
- DO NOT place files on top of records already in the box. It will damage the folders and the boxes will not fit the shelving properly.
- The Records Center can only destroy paper records. Do not mix record media (i.e. microfiche with paper records; or cassette tapes with paper files).
- Remove hanging file folders, three ring binders and blinder clips from records before closing each box. Use rubber bands, file pockets or paperclips to segment the records. The recycling and shredding vendors will not take boxes with binder clips, binders or hanging file folders in them. They can also be reused (saving your agency money).
- If you are transferring records in a media other than paper (i.e. audio/video tapes, magnetic media, microfiche), note the media type on the transmittal within the description of the contents for that box. When the retention has been met the Records Center reserves the right to return the records to the agency for disposal if the disposal vendor cannot destroy the record appropriately.

## How the box should look:



## Who to contact regarding boxing records:

- Agencies that have a question regarding boxing records to send to the State Records Center should be sent via email to [records.center@sos.la.gov](mailto:records.center@sos.la.gov) or faxed to (225) 922-2513. If you need to speak to someone, please contact the Records Center at (225) 922-1224.