

# PREPARING RECORDS FOR STORAGE

*Records that are packed correctly for storage with Metro Records Management allow our staff to achieve efficient retrievals. Because timeliness is important to you when you need to refer to your records, please follow these instructions.*

1. Standard records storage boxes must be used for storing records with Metro Records Management. Standard boxes (measuring 12" x 15" x 10", with double side walls and triple end walls) are provided. For approval on use of alternate size boxes, please contact the Records Management.
2. Avoid the practice of placing records temporarily in non-standard types and sizes of containers.
3. To determine how many boxes are required, multiply the number of file drawers by two for letter-size or by three for legal-size documents.
4. Assemble the box correctly. If you are not sure how it is put together, check with the Metro Records Management. Be sure the flaps are tucked down inside against the sides and front of the box. Do not use torn or damaged boxes.
5. Pack the records in the same order they are filed in the office.
6. Place letter-size records across the 12-inch span of the container.
7. Place legal-size records across the 15-inch span of the container.
8. Do not place file folders horizontally (flat) within the box. Place them vertically as you would in a file drawer.
9. Do not fill box to capacity; leave about 1" of unused space to allow for reference.
10. Do not put records with different retention periods in the same container.
11. Identify the contents of each box by attaching a label or writing on the box.
12. On one end of each box, attach a bar code to the lower right hand corner (see Figure 1). The bar code represents a unique number and is key to tracking the box stored with Metro Records Management.