



## Packing Tips For Transferring Records

### DO

- **Use standard record cartons.** Contact RMS to order empty boxes.
- **Place all documents in folders.** All folders should be labeled, so records can be easily identified.
- **Pack either legal or letter size folders.** Pack legal size documents facing the 15" side of the box and letter size documents facing the 12" side. Place folders in the upright position.
- **Pack records in the same order they were filed in your office.** This aids in locating records to retrieve back to your office.
- **Remove hanging folders or pack facing the 15" side of the box.**
- **Try to pack only one type of record in each box.** If you mix different types of records in one box, be sure to note where one type ends and the other begins.
- **Use these boxes to pack items other than folders.** Pack binders, books and other media so that they lay flat in the box, are secure, and the lid fits tightly.

### DON'T

- **Pack oversized items in a record carton.** Contact RMS to make special arrangements if the items will not fit in a record carton.
- **Over pack your boxes.** Leave about 2-3 inches of space between the last folder and the box.

*The Archives may refuse any material that is not properly packed in a standard records carton*