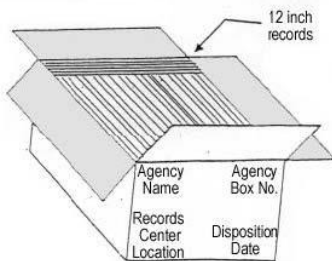




HOW TO PACK A RECORDS CENTER STORAGE BOX

- Records should be packed in an approved Records Center box. (1.2 cubic feet boxes 15”x 12” x 10”). You may purchase boxes directly from the Records Center. For the most current cost per bundle, call 225.922.1224.
- The records in each box should be from the same record series. If other record series are included in a box, then they must have the same disposal date.
- The records should be packed in the same order they are filed in the agency.
- Remove hanging file folders, three-ring binders and binder clips from the records before closing each box. Use rubber bands, file pockets or paperclips to segment your records. The recycling and shredding vendors will not accept boxes containing these items.



- To protect the records in case of fire, pack the box with the file folders facing the long side (15” side) of the box. If the file folders are letter-sized, you may place a small number of files in the remaining space at the back of the box, facing the short side (12” side) of the box to keep the files from sliding.
- Leave approximately 1 inch of space in the box to facilitate retrieval of records.
- The weight of each box should not exceed 35 pounds.
- Boxes should not contain mixed media. The Records Center can only destroy paper records.
- 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.
- DO NOT use packing tape on the TOPS of the boxes.
- DO NOT place files on the top of records already in the box. It will damage the folders and the boxes will not fit the shelving properly.

QUESTIONS?

Please contact the Records Center with any questions at records.center@sos.la.gov or 225.922.1224.