



# Guidelines for Preparing Boxes for Transfer to the State Archives

## Physical Storage Requirements

Records must be sent in boxes with form fitting lids, preferably in standard banker's boxes.

Boxes must not be larger than 13 inches wide, 16 inches long, and 11 inches tall. Standard records-size boxes generally hold 1 cubic foot of letter- or legal-size records.

Special boxes or tubes may be used for maps, oversized or odd-sized records, but must be noted during pre-transfer consultation and not exceed 40 lbs. Tubes must be boxed or secured in such a fashion that they do not roll during transportation.

Standard letter size records are packed on the 12-inch dimension while legal size records are packed on the 15-inch dimension.

Boxes must not weigh more than 40 lbs.

Box hand holds should not be obstructed in any way, from the inside or outside. Do not tape over the handles.

Two to four inches of space must be left in each box to accommodate handling of the records. Boxes must not be overloaded, and box lids should fit securely over the box when it is packed.

Records must be packed in an upright position in the order they are maintained in the office. Keep filing order intact.

All records should be in folders. No hanging files, metal fasteners or rubber banded records will be accepted.

Boxes must be sturdy, clean (dust-, dirt-, mold- and insect-free). Boxes that contain or have contained food or plant items at any time will not be accepted.



## Labeling Requirements

Label should not be obscured when lid is placed on the box.

The information conveyed on the label must match the inventory provided with the transfer.

Each box should be uniquely identified and clearly labeled with all of the following:

- 1) Agency's Name and Division (avoid using acronyms that will not be understood outside of your agency)
- 2) Brief Description of Contents, such as record type
- 3) Date Range of Records Included
- 4) Unique Box Number