

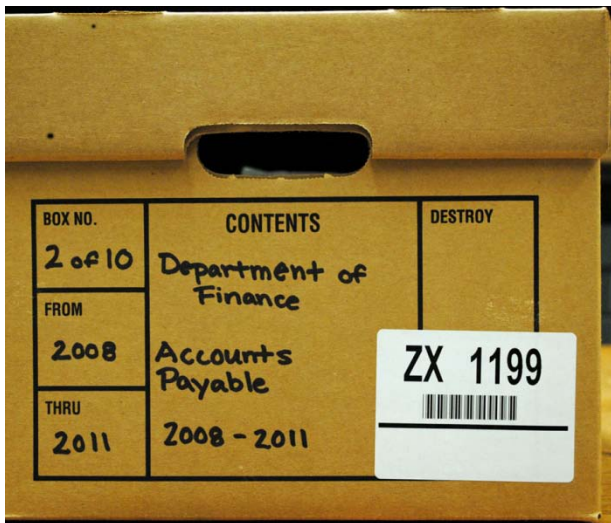


### Checklist: Preparing Boxes for Records Center Storage

Once you have identified your records and their retention periods using the General Records Schedule (GRS) (<http://grs.harvard.edu>) or your office-specific records schedule, you can determine which records you would like to store. In order to quickly and accurately transfer your eligible records to the Records Center, please make sure that you complete all the steps outlined in this checklist. If you have questions please contact RMS at 617-495-5961 or at [archives\\_rms@harvard.edu](mailto:archives_rms@harvard.edu).

√	Tasks
	<p><b>1. Order standard records center boxes and barcodes</b></p> <ul style="list-style-type: none"> <li>Only an Authorized User on your records storage account can send us an email requesting the number of boxes/barcodes and delivery location</li> <li>For box prices, please check the Price Sheet on the RMS website at <a href="http://hul.harvard.edu/rmo/restricted/managing_01c_03.shtml">http://hul.harvard.edu/rmo/restricted/managing_01c_03.shtml</a></li> </ul>
	<p><b>2. Arrange and pack records.</b></p> <ul style="list-style-type: none"> <li>Place letter-size folders facing the 12" side of the box; legal-size facing the 15" side of the box</li> <li>Do not mix records that will be destroyed with records that will be transferred to the Archives</li> <li>Place hanging folders facing the 15" side of the box – <b>DO NOT</b> rest hanging files on the sides of the box</li> <li>Box lid should fit tightly</li> </ul> <p style="text-align: right;"><i>For additional packing tips, see the next page</i></p>
	<p><b>3. Label and barcode boxes on 12" side of box</b></p> <ul style="list-style-type: none"> <li>Write the following information directly on box in the middle area (or use your own label in the middle of box) <ul style="list-style-type: none"> <li>Department name</li> <li>Records title</li> <li>Date Span</li> <li>Box number and total number of boxes (e.g. Box 1 of 10)</li> </ul> </li> <li>Barcode should be placed on the lower right corner; <b>Do Not</b> write on the barcode</li> </ul> <p style="text-align: right;"><i>See the next page for additional information and an example</i></p>
	<p><b>4. Prepare Records Center Storage Deposit form.</b> The required form can be found at <a href="http://hul.harvard.edu/rmo/forms.shtml#DT">http://hul.harvard.edu/rmo/forms.shtml#DT</a>.</p> <p>Tips on filling out the form</p> <ul style="list-style-type: none"> <li>Must be signed by authorized user</li> <li>Complete all fields</li> <li>Dates should be calculated correctly and in specified format</li> <li>One records schedule number and review date should be assigned to each box</li> </ul> <p style="text-align: right;"><i>Instructions for completing the forms are at <a href="http://hul.harvard.edu/rmo/managing_01c_02.shtml">http://hul.harvard.edu/rmo/managing_01c_02.shtml</a></i></p>
	<p><b>5. Submit the completed form for review</b></p> <ul style="list-style-type: none"> <li>Email the completed form to <a href="mailto:archives_rms@harvard.edu">archives_rms@harvard.edu</a></li> <li>Fax <b>only the signature page (p.1)</b> to 495-8011 when you are ready to transfer the boxes, or sign, scan, and send us the first page of the form via email <b>in addition to the completed electronic form</b></li> <li>Include any special instructions for couriers regarding the box pick up</li> <li>Include alternate contacts at your office who can sign for the pick up</li> </ul>

***Records Center couriers will decline to pick up any boxes that are improperly packed, labeled, or are mixed with items that are not part of the pick up.***



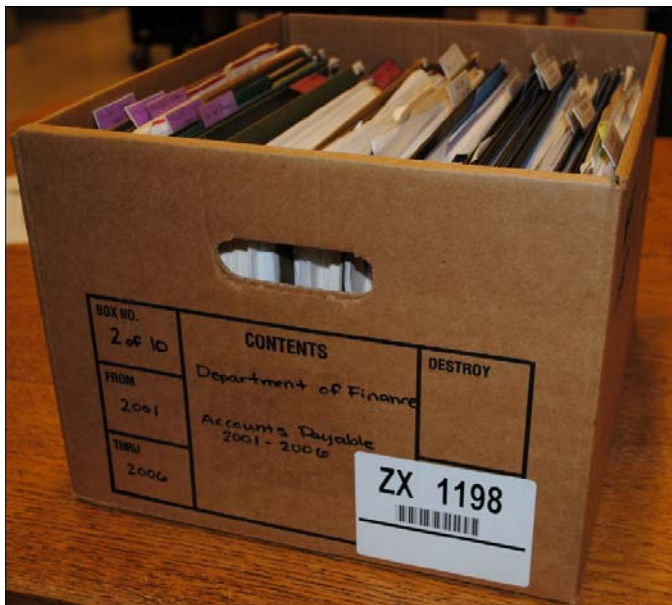
### Tips - Labeling and Barcodes

#### Do

- Place label information and barcode on the short (12") side of the box, as shown
- Write directly on the box in the middle area, or use your own stick-on label. Include your department name, records title, date span, box number (Box 1 of 10, Box 2 of 10)
- Place the barcode label in the lower right corner of the 12" side of the box as shown in the picture. Make sure that the entire barcode is visible

#### Do Not

- Write the label information on any other side of the box
- Place the barcode on or under the lid, or on the 15" side of the box
- Write on the barcode



### Tips - Packing Boxes

#### Do

- Use only a standard record carton ordered through Records Management Services.
- Pack hanging folders facing the 15" side of the box
- Place binders flat in boxes for storage
- Pack boxes with only one type of record per box (when possible)
- Pack only records with similar destruction dates in the same box to avoid retaining records longer than necessary and incurring unnecessary storage costs



#### Do Not

- Overpack boxes. All material must fit comfortably inside box and the lid must fit tightly
- Rest hanging files on the sides of the boxes. The couriers will not pick up boxes with hanging files resting on the sides of the box
- Tape the lids onto the boxes