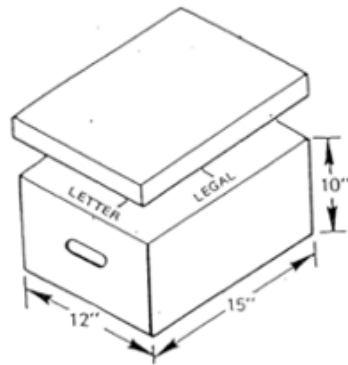


## Packing a Records Center Storage Box

### Key Points:

The following guidelines are to be used to ensure that district records are packed properly in standard records boxes for storage in the records center.

- ❖ Use only approved records storage boxes (10" x 12" x 15"). Double-walled boxes preferred. Boxes can be purchased from the district's warehouse, SAP 2692, or from any approved district office supply vendor.
- ❖ Letter size records should face the short side (12 inch) end of the box and legal size records should face the long side (15 inch) end of the box.



Standard  
Records Center box  
with  
shoe box type lid

- ❖ The weight of each box should not exceed 35 pounds.
- ❖ Records should be packed in the same order they are filed in your office.
- ❖ All records in each box should belong to the same record series or must have the same retention period. If you have several records series, with the same disposal dates, but they won't complete a box on their own, you can place them in the same box. You will need to note each series on the transfer form for that box.
- ❖ Remove records from hanging files and 3-ring binders (removing all binder clips) and place in clearly identified file folders or file pockets. (Reuse binders, hanging files and binder clips for active records or return to your office supply section for reuse). The shredding vendors will not take boxes with binder clips, binders, or hanging file folders in them.
- ❖ DO NOT overstuff the box. Leave approximately 1" of space in each box to facilitate retrieval.
- ❖ DO NOT place files on top of records already in the box. It will damage the folders and the boxes will not fit the shelving properly.
- ❖ DO NOT tape shut the tops of the boxes. It will slow down retrievals.
- ❖ DO NOT mix record media (i.e. CDs or cassette tapes with the paper files).
- ❖ If you are transferring records in a media other than paper (i.e. audio/video tapes, CDs, etc.) note the media type on the transfer form within the description of the contents for that box. When the retention has been met the Records Center will coordinate with IT for the vendor to destroy the record appropriately.

### Who to Contact Regarding Boxing Records:

- ❖ Departments or schools that have a question regarding boxing records to send to the Records Center can email the Records and Information Management Customer Service team at [recordsmanagement@houstonisd.org](mailto:recordsmanagement@houstonisd.org). If you need to speak to someone, please contact us at 713-556-6055.

**NO PLASTIC FILE FOLDERS**



**NO BINDER CLIPS**



**NO HANGING FILES**



**NO BINDERS**



**NO UNAUTHORIZED STORAGE BOXES**



**DO NOT OVER-PACK BOXES**

