

PACKING INSTRUCTIONS

The Records Management Center staff thanks you for your attention to these packing instructions. They are intended to help serve you better.

Should you have any questions, feel free to give us a call at 718-8536 or 220-3213.

Things to keep in mind when packing records to be maintained at the Records Management Center (*hereinafter called the "RMC"*):

- * **Please only use *standard sized boxes* (letter size: 12-1/4"W x 15-3/4"L x 10-1/4"H). Legal documents also fit in these boxes. Larger boxes will not be accepted.**
- * **Please label boxes accordingly** (to include department name, contents with fiscal year, retention period & destruction date). **Use the label sample provided by the RMC. An original, for copying onto adhesive paper** (available to purchase at Central Store) **is available on the RMC web page. Paper labels taped on boxes will not be accepted.**
- * **Please verify your next starting Box # with the RMC, as not to re-issue an existing box number already assigned to your current inventory.**
- * **Multiple years are not to be filed in the same box, with exception of fiscal year variants** (*i.e., 2005-2006, 2006-2007, etc.*).
- * **Please don't overstuff a box. Approximate weight should be 35-40 pounds** (*i.e., leave 2" of space in a box*). **This assists when transporting, and when looking for documents within box contents.**
- * **Boxes should contain only records to be stored. Please do not include hanging folders, bookends, phone books or other open to the public type items** (*i.e., vendor booklets, brochures*).
- * **The RMC provides recycled boxes for items subject to out-right destruction** (*i.e., records that weren't originally stored at the RMC, though need to be shredded*). **Ask the RMC staff for some.**
- * **For our recycling efforts, please don't write on the boxes** (*i.e., sides or box lids*). **The label with the valid information is sufficient. Box labels are only required on one side of a box. They are not required on both sides, or on the box lid.**
- * **Retention Periods should be based on the** (*Texas State Library & Archives Commission*) **Schedule/s adopted by your department. A miscalculation of time frames may not keep us in compliance with the law** (*i.e., may cause litigation risks for Webb County*) **or may affect whether records are picked up and brought to the RMC on the scheduled pick up date/s.**
- * **An Accession List must accompany the boxes that are being picked up & maintained at the RMC. The boxes being picked up must match the list. Please use the guide provided on the RMC web page.**
- * **When stacking boxes for pick up, please stack them no more than 4-5 high. This prevents crushing of boxes at the bottom of the stack/s.**
- * **When stacking boxes for pick up, please stack them as close to numerical order as possible. This allows RMC staff to verify inventory efficiently, while comparing them to the list.**