

RECORDS CENTER CHECK LIST

You have a scheduled a pick up of (#) ____ boxes of boxes for the RMC on date ____ .

Have you:

- Checked your department's Records Retention Schedule to make sure the files in each box correspond to one of the Records Series on your unit's schedule?
- Placed only one particular records series in a box?
- Properly completed the "Boxes Records Data" form (copy attached) including the following information?
 - Records Series Code. (From the Records Retention Schedule. If there is not a records series code (R/S Code) on your schedule then the schedule must be updated and approved to allow transfer of those records to the RMC.
 - From/To inclusive dates of files in the box.
- Properly completed the "Transfer Manifest/Worksheet" (copy attached)?
- Arranged your files in Standard box – 12" wide X 15" long X 10" high - that are sufficiently strong and not overstuffed, so that they will not tear apart as they are lifted. (We suggest that you use boxes with a "burst weight" of at least 250 pounds.) Boxes that tear or fall apart because they are overweight will be re-boxed and your agency charged a re-box fee.
- Allowed 2" between the files and the end of the box so that they are easily handled?
- Placed a RMC supplied label on each box in a location that is approximately 2" below the handle?

Agency Representative_____