

## **Guidelines for Preparing Boxes for Transfer to the State Archives**

1. Physical Requirements
  - a. For standard letter and legal sized records transfers, State Archives staff prefers standard bankers' boxes with lids. Records must be sent in boxes with form fitting lids.
  - b. Boxes must not be larger than 13 inches wide by 16 inches long by 11 inches high. Standard records size boxes generally hold 1 cubic foot of letter or legal size records. Boxes larger than these dimensions will not fit on standard shelving and will not be accepted.
  - c. Special boxes or tubes may be used for maps and plats, 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.
  - d. Standard letter size records are packed on the 12 inch dimension while legal size records are packed on the 15 inch dimension.
  - e. Box must not weigh more than 40 lbs. Boxes over 40 lbs. cannot be accepted due to safety reasons. If you cannot lift the box, we can't either.
  - f. Box hand holds should not be obstructed in any way, from the inside or outside. Do not tape over the handles.
  - g. 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.
  - h. Records must be packed in an upright position in the order they are maintained in the office. Keep filing order intact. If there is no logical order that can be used for retrieving files, then Archives staff will have to put the records in a logical order during processing and will delay access to the records.
  - i. All records should be in folders when possible. No hanging files, metal fasteners or rubber banded records. Hanging files and metal fasteners rust, damaging the records and rubber bands deteriorate, thereby mixing records together and damaging the records.
  - j. Boxes must be sturdy, clean (dust, dirt, mold and insect free) and have a form fitting lid. Boxes that have contained food or plant items at any time will not be accepted.
2. Inventory – Must be in an electronic, searchable format such as excel or tab or comma delimited. All other formats must be approved by the State Archives.

### Section 1: Box level information

Unique box number

Record Series Description or Title

Date Range

Item Range (if applicable)

Examples: reels #001 – 245

Case CV2001-092380 to CV2001-095689

Affidavits 741799 – 763198

Files A. Smith – R. Taylor

Section 2: Identify and list all definitions of all data fields, codes, abbreviations and acronyms at time of record creation.

Section 3: List any access restrictions including personal privacy information contained in the records, as well as laws applicable to access. Clearly describe under what circumstances the records can be accessed.

Identify boxes by box number in section 1 to which restrictions apply or specify entire series.

### 3. Labeling

- a. Each box should be uniquely identified and clearly labeled with all of the following, and should not be obscured when lid is on.
  - i. Agency's name and division. (Please do not use acronyms that will not be understood outside of the agency).
  - ii. Brief description of contents
  - iii. Inclusive date range
  - iv. Unique box number
- b. Things to keep in mind when packing boxes:
  - i. Label should not be obscured when lid is placed on the box.
- c. The information conveyed on the label must match the inventory provided with the transfer. (One paper copy will accompany the transfer, and an electronic copy will be provided to archives staff).

Effective: May 1, 2015