

Preparing Boxes for Offsite Storage

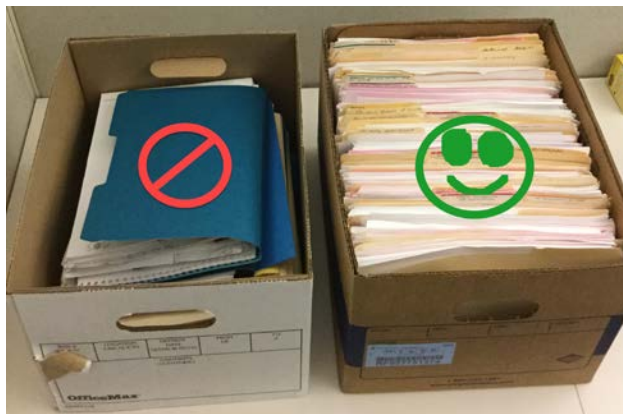
IDENTIFY SIMILAR RECORDS

When it's time to put your records in offsite storage, you will need to make a plan for grouping them in boxes. After you determine what type of records you have, collect in the same box those records that have the same or similar retention period.

Maximizing your Space

There is about 14" of letter-size document space in a box.

- If your records are in binders or bulky enclosures, extract the paper and house it in an expanding folder in the box. Don't forget to label the folder.
- Leave an inch of room in each box for ease of access.
- Place records upright, with folder labels visible.
- Make sure that all records are facing the same direction and are easily identifiable.



GET EASY-FOLD BOXES

During the Building Consolidation Records Project, boxes for offsite storage will be provided to your department at no charge. These sturdy boxes are designed to last many years. In advance of ordering boxes, please decide how many you will need.

- Two and a half boxes are needed to contain a full 36" file drawer of standard, letter-size documents.
- Index the contents of the box at the detail level necessary for the record type: whole box or folder by folder.
- Consult our other Fact Sheets for tips on listing your records.

ORDER BOXES AND BARCODES

Order empty boxes and barcodes through iRequest. Select **Offsite Storage** as the Service Needed.

This is also where you will request pickup of your records boxes and future retrievals.

DOUBLE CHECK CONTENTS

Make sure that when you close the box lid you have left a clear paper trail for your successor.

Please contact Records Management to talk about boxing records or any other records questions.

- Records@ucop.edu
- 510-987-0399