



Gilmore

Packing File Boxes

Upon preparing new cartons for off-site storage, please observe the following guidelines to properly pack the boxes:

1. It is strongly suggested that a box be limited to just one record series. If it is necessary to place multiple record series in a box, the carton should be limited to records with the same retention period and disposition requirements.
2. Files in a record series should be cut off periodically to ease the transfer of records in uniform chronological, alphabetical or numerical blocks. File ranges can should be broken by a particular date range (or year), or at longer intervals depending upon the rate of accumulation. Within this date range, logical alphabetical or numerical ranges should have a definitive beginning and ending range for each box.
3. When packing the boxes, leave the records in their original order and file folders. Make sure that the folders are clearly labeled. Gilmore staff must be able to locate a single file within a box, and we may not be familiar with your particular types of records or descriptive indexing.
4. Be sure that the file folders are not too full. Ideally, folders should be limited to 25 pages and they should never contain more than 50 pages.
5. Do not put hanging file folders in the boxes--the lids will not fit properly. Place all documents (with the exception of oversize materials) in accurately labeled standard file folders.
6. Place letter size records in the box facing the front. Place legal size records in the box sideways starting from left to right. Stack computer printouts and ledgers flat, but do not stack them past the hand-holes.
7. Do not overfill boxes. There should be room to remove files without difficulty. If the cartons are too full, the lids will not fit securely, the boxes will not fit into shelving locations, the box sides and bottoms will begin to rip and tear, and the possibility of damage to the stored records will increase.
8. Notify Gilmore of any oversize materials ahead of time.