

INSTRUCTIONS

Follow procedures exactly. Agencies must use State Records Center box supplies (nominal fees apply) or records will not be accepted for storage.

**HOW TO BOX RECORDS FOR TRANSFER
TO THE STATE RECORDS CENTER**

Form RC-4 (Rev. 9/2007)

Follow records retention schedule disposition instructions.

1. Unfold and assemble box, turning short flaps in first then long flaps, positioning so **trademark will be on bottom** of box, and for letter boxes, the **handhold cutout will be nearer the top** of box. Tape bottom of box with **3-inch wide paper tape** purchased from the State Records Center. **DO NOT USE PLASTIC TAPE**; it will petrify and fall off in a short period of time. Boxes with plastic tape will not be accepted for storage.
2. Place records in boxes in the upright position and in the same order as they were arranged in your office's file drawers. Leave the records in their file folders, ***but do not pack hanging file folders***. If the material previously stored in hanging files was not also stored in regular file folders, place the folder contents in regular files before packing into the boxes. Transcribe folder titles onto any unlabeled folders. Pack neatly but allow about four inches (a fist) of free play in the back of the box (for possible re-file, inter-file, or reference activity).
3. The standard State Records Center box is sized to accommodate either letter or legal files. Stand letter-size folders the 12-inch way front to rear of the box. Stand legal size folders the 15-inch way from left to right side of box.
4. Do **not** pack records from two different Records Schedule item numbers in the same box, not even if they happen to have the same disposition instructions. **Keep your records series separate from one another.**
5. Box labels are pre-printed using information from the SRC's database and your office's Records Schedule. A generic box label is shown below. **Assign individual box numbers as packed, enter number of total boxes at end of packing.** Fill in information below the dotted line on the label by typewriter, ballpoint pen, or fine-point permanent marker (such as Sharpie by Sanford). **HOWEVER, DO NOT USE THE EXPRESSO BRAND MARKING PENS BY SANFORD—THEY ARE VERY IMPERMANENT AND FADE QUICKLY WHEN EXPOSED TO LIGHT—WHICH LEADS TO AN UNREADABLE LABEL.**

Department/Agency Name	(from Records Schedule)
Other Organizational Levels	(from Records Schedule)
Item Number and Records Series Title	(from Records Schedule)
Effective Date of Schedule	(from Records Schedule)

DATES OF RECORDS (Enter Inclusive Dates of Series/Transfer)	
BOX STARTS WITH (Enter No. / Letter of Beginning File in Box)	
BOX ENDS WITH (Enter No. / Letter of Ending File in Box)	
BOX NO. _____ OF _____ TOTAL BOXES IN SERIES	

6. Adhere the label on the center front (12-inch/short side) of letter boxes—just under the handhold cutout. Adhere the label on the center front of all other sizes of boxes. Identify correct box sequence by numbering all boxes consecutively within each Records Schedule Item/Series. Write the beginning and ending box count on the label. **EXAMPLE:** BOX NO. 1 OF 50 TOTAL BOXES IN SERIES.
1. Close boxes by tucking top flaps alternately over and under each other. **DO NOT TAPE TOP OF BOX.** Complete the Transfer Request Form (RC-2), and contact the SRC to arrange for transfer of boxes.
2. All boxes which are delivered to the SRC by agencies must be properly prepared, have completed paperwork, and be loaded for delivery in numerical box order (Box 1, Box 2, Box 3, etc.) so as to off-load in reverse box order.
3. Use of non-approved supplies is not allowed and improperly prepared and shipped boxes will not be accepted for storage.

For assistance with boxing instructions, call the State Records Center, (919) 807-7370.