

Florida Records Storage Center

Preparing Records for Transfer

Accession Box Checklist

Please use the checklist below to be sure your boxes are properly prepared for pickup. This will ensure that your pickup is not delayed. If you have questions about any of the items listed or need assistance, please call our Accession Coordinator Walt Brady or our Records Storage Supervisor Delana Johnson at 245-6750. Please see next page for more detailed guidelines.

Records Storage Cartons:

- Standard size (10"x12"x15") without lids.
- New or in good condition.
- Bottom secured along seam with 2"-3" wide commercial packing tape.

Records Storage Box Labels:

- On the front of the box (12" side).
- Taped on all four sides of the label with 2" – 3" wide commercial packing tape.
- Includes Retention Schedule Number, Item Number, and Record Series Title, all matching the accession Work Order.
- "From Date" contains a month and a year.
- "To Date" contains a month and a year.
- "To Date" is not later than the "To Date" on the accession Work Order.

Barcode Labels:

- On the lower portion of the front of the box (12" side).
- Not overlapping the records storage box label.

Stacking For Pickup:

- All boxes on the accession work order are stacked in one location in barcode number order.
- If there are multiple work orders, boxes are stacked separately for each work order.

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Please follow the guidelines below when preparing records for transfer to the Florida Records Storage Center. Failure to comply with these guidelines will result in the delay of records being transferred to the center. Please see previous page for Accession Box Checklist.

Storage Cartons:

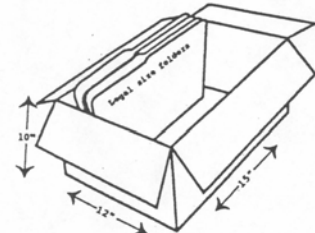
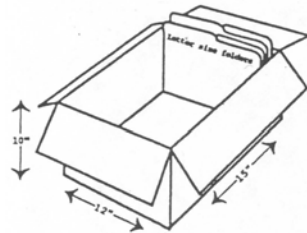
- Standard cartons may be ordered from the records center. The cartons come in bundles of 25 flat boxes. This is referred to as one flat.
- Standard cartons must have the following dimensions: 10 inches high by 12 inches wide by 15 inches long. They will hold up to one cubic foot of letter or legal size records.

Preparing Cartons for Records:

- Open the flattened box so that it forms a cube.
 - For the bottom, tuck short flaps in.
 - Fold long flaps over completely covering the short flaps.
 - Tape along the seam where the two long flaps come together. Extend tape over each end approximately 1-½ inches. Use 2"-3" wide clear plastic heavy-duty commercial packing tape.

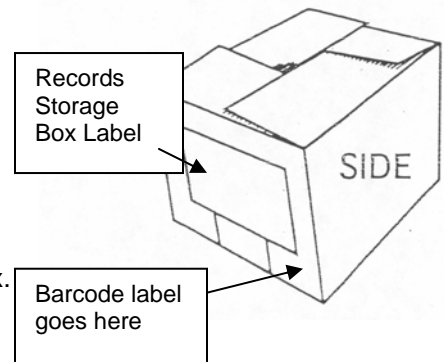
Packing:

- Pack only one record series per box.
- Keep files in their original folders. Do not put loose paper in the box. All papers must be in folders.
- Keep filing order intact. If there is no logical order that can be used for retrieving files, the records must be put in order before packing boxes. Records Center staff must be able to quickly and easily locate a file within a box.
- Pack folders upright with letter size folders facing the 12-inch side or legal size folders facing the 15-inch side (see figures to the right).
- Do not over-pack or force files into a box. It should be easy to slide a hand into the box to retrieve a file.
- If it is possible that information will be added to a file, leave room for growth in the box. Once a file is too large to be put back in the original space, it will be permanently withdrawn and returned to your agency. If this happens, the file will have to be placed in a new box and re-accessioned.



When packing is complete:

- Tuck the flaps alternately over each other. Do not tape shut.
- Fill out a records storage box label (available at <http://dlis.dos.state.fl.us/recordsmgmt/publications.cfm>).
- Type all available information on the label.
- Place the records storage box label on the front (12 inch side) of the box. Completely seal all four sides of the label with packing tape.
- Place a customer barcode label in the lower right-hand corner of the box, not on top of the records storage box label (use the Total Recall Web Module to order pre-assigned barcode labels).
- Separate the boxes by work order (if they were entered into Total Recall as separate orders) and then stack the boxes for each work order in barcode number order (from lowest to highest) for pickup. See the diagram to the right for stacking order.



Stack boxes in barcode number order with lowest barcode on the lower left as illustrated here.

5	1	
4	9	
3	8	etc.
2	7	12
1	6	11