

Guidelines for Packing Records

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The following specifications should be followed in preparing boxes for transfer to off-site storage of inactive records and to permanent storage in the Archives. Please contact the Office of Archives and Records at archives@archatl.com with any questions.

See also: Guidelines for Weeding Records available on the Office of Archives and Records website.

Records with a retention period of three years or less are not recommended for transfer to off-site storage. These should be maintained in your office area.

Permanent records will not be approved for off-site storage. The Office of Archives and Records has a secure, climate-controlled facility, with a state-of-the-art fire suppression system, which is the best environment for such records. Please refer to the Archives Transmittal Form to send permanent, historical records to the archives.

Whenever possible, keep files in the order in which they were originally arranged in their file cabinets or on the shelves. Pack files standing up vertically in boxes if possible.

As much as possible, keep like records (or records with the same retention period) within the same box.

The date of destruction on the outside of the box must be appropriate for all records inside the box.

Only pack records that are original to your department. Records must have long-term operational, administrative, fiscal, legal or historical value to warrant placing in off-site storage or in the Archives.

Remove records from binders, and transfer records from hanging folders to manila folders. Binders and hanging folders take up too much space and cause damage to the boxes. Avoid including duplicates, drafts, reference material, unofficial notes, routing slips, and other non-record material.

Use standard 10"x 12"x 15" sized record boxes. Avoid oversized or oddly shaped boxes, and long banker boxes. (We recommend [these boxes](#) from Hollinger Metal Edge.)

Please do not over-fill or under-fill boxes as this causes long-term damage to the boxes. Keep partially filled boxes in the department or agency until enough similar material has accumulated to fill the entire box.

To transfer materials to the Archives, please fill out an Archives Transmittal Form and contact the Office of Archives and Records at archives@archatl.com to arrange transfer.

To transfer materials to offsite storage, please contact records@archatl.com. All off-site storage requests are coordinated through the Office of Archives and Records, but departments are charged individually for their boxes.