THE UNIVERSITY OF BRITISH COLUMBIA

Records Management Program Okanagan
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SPECIFICATIONS FOR BOXING RECORDS

Boxes sent to UBC Okanagan Campus records storage facility are required to meet the following specifications. The general principle is to pack and label each box in a manner that prevents the records from damage and protects the privacy of the records.

Please review and follow the rules listed below:

Rule #1 Do Not Mix Records Pack only related records together. Do NOT pack records with different retention periods together. Do NOT pack records of different classification types together.	**Rule #2 Follow the Same Order** When putting records in boxes, make sure that they follow the same order as they were in the filing cabinet from which you took them. Failing to do so will result in difficulty with locating records.
Rule #3 Keep Records Upright Place records upright, so that the folders are visible and easy to read. All records should face the same direction.	**Rule #4 Do Not Over-pack** Try not to exceed 25 lbs. Boxes should close easily. Leave at least 1" of space between the last file and the end-wall of the box for easy retrieval.
Rule #5 Do Not Under-pack If your records do not fill the entire box, it is best to hold onto the box until more records of the same kind can be packed into it.	**Rule #6 No Content List on Outside of Boxes** To ensure security, Do NOT place content lists on the outside of the boxes. Keep descriptions of box contents to a summary, using the box label template or a unique identifier code.
Rule #7 Seal Boxes with Tape All boxes should be sealed by the unit with tape before pick up by Central Mail and Receiving.	

Multimedia Materials

CD-ROM products, microfiche, audio tapes, video tapes, CDs, DVDs, LP discs, floppy disks, and any other formats of digital media are NOT to be packed into boxes without consulting with the Records Management Office.

Which Type of Box to Use?

 Acceptable box dimensions are 15" x 12" x 10"