
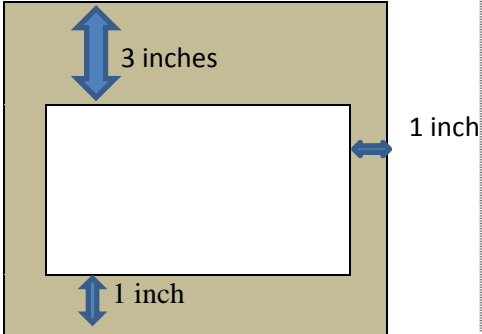
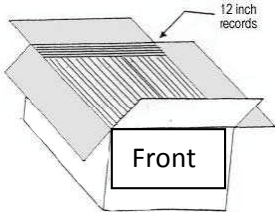


Guidelines for Packing Records for Storage at the Hawaii State Records Center

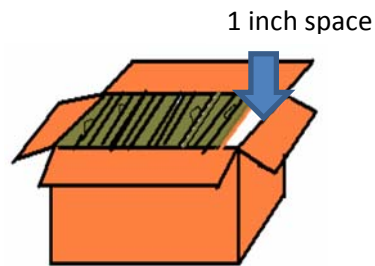
729-B Kakoi Street, Honolulu, Hawaii 96819

Telephone: 831-6770 Fax: 831-6777

In order to quickly and accurately transfer your eligible records to the State Records Center, please make sure you complete all the steps outlined in this checklist. If you have questions, please contact the State Records Center (SRC) at 831-6770 or recordscenter@hawaii.gov.

✓	STEPS	
✓	<p>1. Get records center boxes</p> <ul style="list-style-type: none"> • Use only single piece corrugated records storage boxes with these dimensions: 15”Lx12”Wx10”H and specifications: <ul style="list-style-type: none"> ▪ Heavy-duty 32# ECT construction provides strength and stability to help ensure safe shipments. ▪ Tested to hold up to 200 pounds to accommodate a variety of items. 	 <p>Example: Office Max, #OM96755</p>
	<p>2. Mark off labeling area</p> <ul style="list-style-type: none"> • Leave shaded areas of the box blank for SRC use. You are welcome to draw lines on the boxes to mark off these areas. 	
	<p>3. Pack boxes</p> <ul style="list-style-type: none"> • Make sure the records are free of bugs. • Tape the bottom of the box and fold the box’s top flaps out. • Legal size files should face right on the long side of the box • Letter size records should face front on short end of the box. • Pack records in the same order as they are filed in the agency. • All records in each box must have the same retention schedule. 	

- Leave about 1 inch space in each box to facilitate referencing.
- Fill 1- inch space with crumpled paper.
- Fill the top portion of the box between records and top cover with crumpled paper. This will prevent boxes from crushing when they are stacked for loading, transporting and delivery.
- **DO NOT FILL TOP PORTION OF THE BOX WITH FILES FILED HORIZONTALLY.** It makes retrieval of files for you more challenging for SRC staff.
- Boxes should weigh less than 35 pounds.



4. Close the box

- Fold flaps this way.
- **DO NOT USE TAPE TO SEAL THE BOX TOPS.**



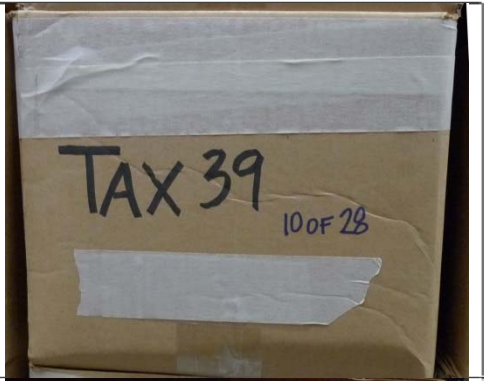
5. Complete box labels

- Write information directly on one of the short (12") side of the box.
- Make sure this is the designated front of the box (letter size folders are facing front, legal size folders are facing right).
- **DO NOT USE ADHESIVE LABELS OR ATTACH PAPER LABELS WITH TAPE.** These will fall off over time.

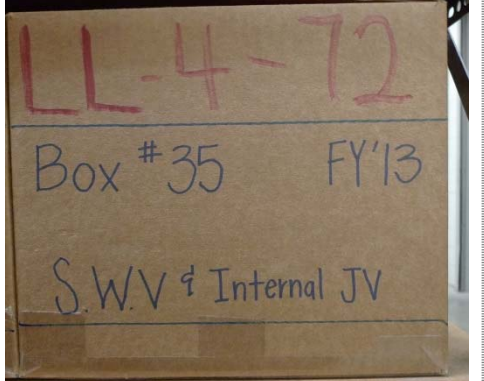


6. Repair boxes as needed.

- When repairing torn boxes, use masking tape.



- DO NOT USE SHINY TAPE because SRC staff will be unable to write location information over this type of tape.



7. Stack boxes for loading, transporting and delivery to SRC.

- Boxes should be delivered stacked in reverse numerical order and stacked no more than “4 high.”
- Please instruct your delivery personnel.

