Records Management Guidance

Packing Boxes for the Records Center

Remember! The Records Center only accepts records that meet certain requirements. Before proceeding further, make sure that the boxes meet the following requirements:

- **Official records only** – you can only send records that have retention value. Do **not** send duplicate copies, reference copies, scanned records that are on approved DADs, computer printouts, blank forms, or other transitory records.
- **Records must be inactive** – records must have met their cutoff date as defined on a records retention schedule and must not be needed to support ongoing work
- **Records must have at least one year left of their retention period** – review your retention schedule to ensure the records have at least twelve months left of retention

1. Use the Appropriate Box

The Records Center only accepts **one** box for storage. You can order box **#FEL-12772** from **Keeney's**.

BANKERS BOX

STOR/ FILE Storage Box, Letter/ Legal, Attached Lid, Kraft/ Green, 12/ Carton

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Item: FEL12772

- Attached flip-top lid prevents lost or damaged lids.
- Basic set-up construction for moderate stacking or use with shelving.
- Made entirely of recycled materials.

2. Use the Appropriate Label

The Records Center will only accept boxes with official Records Center Box Labels. You can order blank labels from the King County Print Shop. A sample of a correctly entered label:

Department/Division – your agency's name
Box Number – "Records Number" autogenerated from Content Manager
Description of Records – box title
Inclusive Dates – box start and end date

3. Pack the Boxes Appropriately

For your boxes to be accepted for storage at the Records Center, they must be packed appropriately:

- Only **one category/series per box**
- **Do not underpack** boxes – box must be at least ¾ full
- **Do not overpack** boxes – box must not be overpacked or bulging, and each box **cannot weigh more than 30 lbs**.
- **Do not** include any **3-ring binders**, **hanging file folders**, or **binder clips**

4. Enter Boxes in Content Manager

Refer to separate job aids for instruction on entering boxes in Content Manager and requesting box pickup.

- How to **create a box** in Content Manager (PDF)
- How to **send a box** to the Records Center (PDF)

If you have any questions, contact the Records Center directly at records.center@kingcounty.gov.

RECORDS MANAGEMENT

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