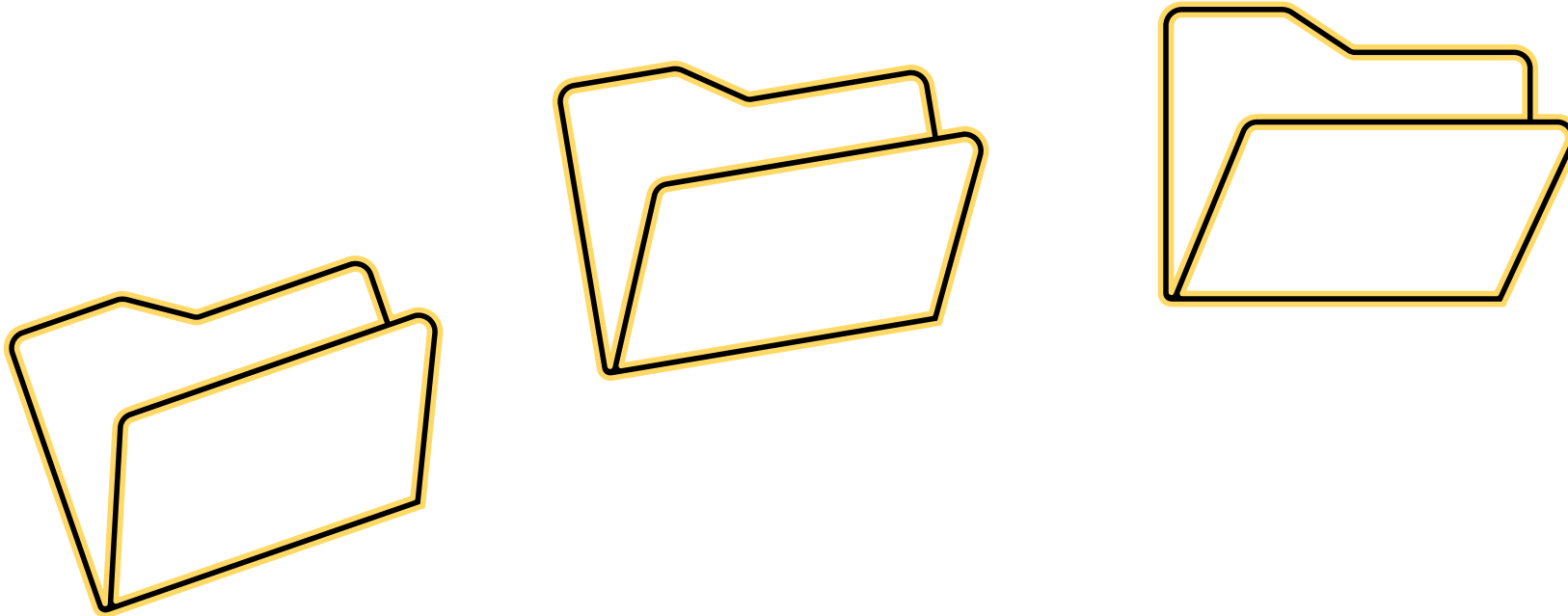


Best Practices - Packing Record Boxes for Offsite Storage at the State Records Center (SRC)

A photograph of a brown cardboard record box. It has a handle cutout at the top. A label is affixed to the front with the following fields:

STATE RECORDS CENTER	
AGENCY	BOX. NO.
DIVISION	BEG. END DATES
TITLE OF RECORD SERIES	
RDA NO. _____	
FROM _____	
THRU _____	



Purchasing Boxes

- Boxes can be ordered through MDS Core Stock on Workday. *It is important to note that Record Storage Cartons are the only boxes approved for use at the State Records Center.*
- For Workday to display MDS Core Stock item availability, [these initial setup steps](#) must be followed. Ensure the following fields are completed:
 - Requesting for
 - Requesting Entity
 - Company
 - Currency
 - Requisition Type
 - Deliver-To
 - Ship-To
 - Cost Center
 - Fund, Function
 - Additional Worktags (at least one worktag must be added to use the search bar)
- After completing the following steps, search for “00000393” in the search bar and add Record Storage Cartons (3191-BUNDLE : Dairyland Packaging USA LLC) to your cart. A quantity of 1 equals a bundle of 10 Record Storage Cartons.



Packing Your Boxes

- All records in a box must follow the same record schedule
 - Records can cover multiple years, but must be under the same record schedule
 - See the University's [records retention schedules](#) to identify the record series
 - *If you're not sure what records retention schedule to use for your records, please [contact the Records Management Program](#)*
- For records that will be destructed at the end of their lifecycle according to the record schedule, records can stay in their original folders, binders, etc.
- For records that will be transferred to the UW Archives at the end of their lifecycle according to the record schedule, see our [website](#) for instructions on how to prepare and pack the box before sending it to the State Records Center.



Packing Your Boxes

- Note on the box if it contains media
 - This will be important at the end of its lifecycle when it will be destroyed or transferred to the UW Archives for permanent retention.
- Do **NOT** overpack
 - Boxes must weigh less than 30 lbs.
 - Staff should be able to comfortably access the side handles and carry the box.
- Create a box inventory
 - A basic inventory should provide enough information that the box can be identified and recalled from the SRC. This can include the User Box Number, details of box content, dates, SRC box numbers, etc.
 - Place a copy in the box and keep a copy for the department. Box details can be copied and pasted into the description field in the SRC's Inventory System when creating the box in Versatile.



Packing Your Boxes



- Not packed too tightly (leave about a 2-inch gap)
- Folders are orderly – stored with labels up
- Can comfortably grab handles
- Box inventory packed inside the box
- Less than 30 lbs.



Labeling Your Boxes

The green SRC label will go in the top right or left corner of the box

Each box must be clearly labeled as to office of origin, contents, and dates.

Agency should always be listed as 285A – UW Madison

Division should be the name of your department

The RDA no. can be found in the records retention schedule, usually on the left side of the schedule before the record series title

Create a unique number that can be used to keep track of and manage boxes sent to the SRC.

The beginning and end dates of the materials in the box

The title should match the title of the record series, found in the retention schedule for that type of record

Permanent marker works best for writing on the boxes.

STATE RECORDS CENTER

AGENCY

285A – UW

BOX. NO.

1985-31a

DIVISION

L & S - German Department

BEG. END DATES

1990-
1995

TITLE OF RECORD SERIES

External Communications

RDA NO.

ADMIN351

FROM

Contains Media

If the box contains media (e.g., CDs, disks, tapes, microfilm), label it on the outside of the box



Archives & Records Management
UNIVERSITY OF WISCONSIN-MADISON

Questions?

Contact the
Records Management Program at
recmgmt@library.wisc.edu

