



Best Practices for Packing Boxes at the State Records Center (SRC)

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.

To purchase boxes in Workday, MDS Core Stock must be set up. If you have not set up MDS Core Stock, please complete the following steps.

Once you have MDS Core Stock set up, 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 records retention schedule. Do not mix records that fall under different records retention schedules. It is okay if the records cover multiple years. If you need to identify a records retention schedule, all UW-Madison records retention schedules are available on the Records Management Program [website](#). If you aren't sure what records retention schedule applies to your records, please contact the [Records Management Program](#). Additional tips for packing your boxes are:

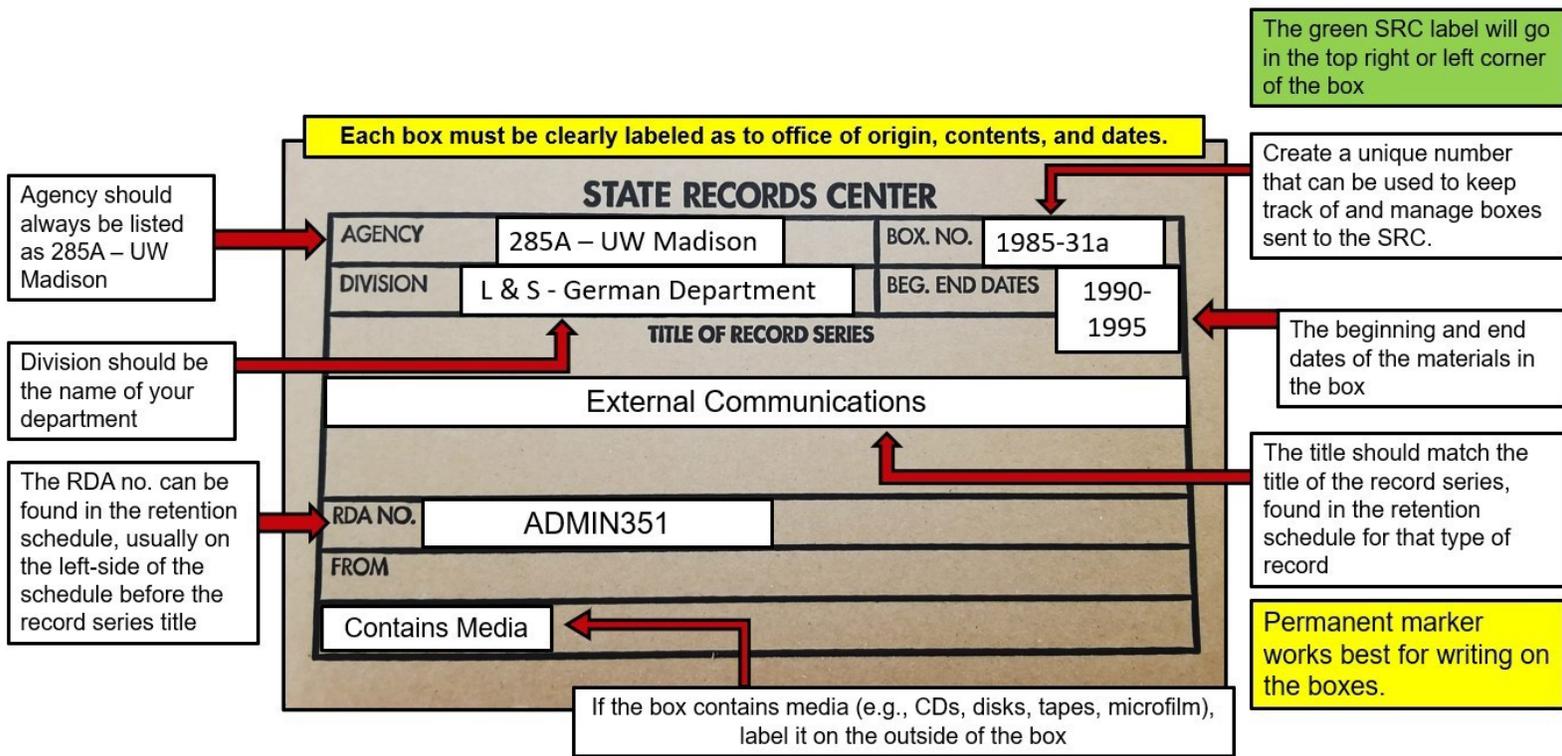
- Note on the box if it contains any media (e.g., CDs, floppy disks, hard drives, etc.). This is important for when it reaches the end of its retention period – when it is either destroyed or transferred to the University Archives.
- Do not overpack the box. Boxes should be less than 30 pounds. You should be able to comfortably access the side handles and carry the box.
- Create a box inventory. An inventory should provide enough information so that the box can be identified and recalled from the SRC. This can include the user box number, details of the box content, dates, SRC box numbers, etc. Place a copy of the inventory in the box and keep a copy for your unit. Box details can be copied and pasted into the description field in the SRC's inventory system when creating box labels.
- For records with a disposition of "transfer to archives", according to the record schedule, see our website for instructions on preparing and packing the box before sending it to the State Records Center.



Labeling Your Boxes

Each box must be clearly labeled as to the office of origin, box contents, and dates. It is recommended that, in addition to the box label provided by the SRC, you also label your box. Permanent markers work best for labeling your box. The following sections of your box should be labeled:

- **Agency:** The agency should always be listed as "285-A".
- **Box No.:** Create a unique number that can be used to keep track of and manage boxes sent to the SRC. This should match the user box number you assign to the box.
- **Division:** Division should be the name of your unit.
- **Beg. End Dates:** The beginning and end dates of the materials in the box.
- **Title of Record Series:** The title should match the title of the records retention schedule. You could also include additional description about the records if it isn't obvious from the records retention schedule.
- **RDA No.:** The schedule number of the records retention schedule that applies to the records. This should match what you entered into Versatile.



Where Can I Get Help or Additional Training?

You can ask questions and get additional help by contacting the [Records Management Program](#). We also have additional training on records management topics on our [website](#).