

How to Pack a Box for Archives and Records

Type of box: **Paige Box 13 or higher**

- Heavy duty banker box able to handle long-term storage and use
- Less likely to damage files due to its rigidity

1. Obtain box

- New boxes – contact New Hampshire State Correctional Industries Print Shop at (603)-271-2857 (Print and Graphics Art) or (603)-271-1933 / sales@doc.nh.gov (Sales)
- Used Boxes – the Archives Division sometimes has used boxes. Contact archives@sos.nh.gov or (603)-271-2236 to request them.

2. Pack boxes 85 to 90-percent full

- Ensures handles can be used to carry box
- Ensures files can be easily retrieved and placed back in box
- Keeps weight reasonable for moving

The following items are not recommended for storage in a box:

All boxes (permanent & temporary retention)

- Binders
 - Contort shape of box or do not allow the lid to fit properly
 - Add weight
- Hanging file folders for filing cabinets
 - Stick out over edge of box and damage box sides
- Any items that distort the shape of the box

Temporary retention boxes (the following items will have to be removed before disposal)

- Large amounts of metal
 - Binder clips (regular staples and paper clips are fine)
 - Clasps in folders
- Plastics
 - Covers
 - Bindings
- Other non-paper items in large quantities
 - If you are putting items into the boxes that are not paper, please check with Archives first. Items include:
 - CD
 - Tapes
 - Other digital mediums (floppy disks, USBs, microfilm etc.)

Examples of what NOT to do:



Hanging file folders



Binders

Example of what to do:



90-percent full with usable handles