

## BOXING RECORDS FOR RECORDS CENTER OR ARCHIVES

1. Store in secure, dry areas maintained at stable temperature below 75 degree F.
2. Use sturdy boxes, uniform in size. We recommend 1 cubic foot boxes rather than 2 c.f. transfiles.
3. Place folder in box in same order as they are arranged in file cabinets.
4. If possible place each records series in its own individual box. If a series is too small to fill a box, place a divider sheet between the series with a label.
5. Pack boxes so files can be easily removed. **Do not stuff** boxes or lay additional folders on top of files standing upright.
6. Label boxes clearly in the lower left hand corner. Labels should include:
  - Office name
  - Records series title (from retention schedule)
  - Begin/end dates
  - Sequential box number
7. **Separate archival records from non-archival records BEFORE boxing.**

NOTE: Box labels for records that are to be sent to the records center ( records that are **not** permanent records) may also include the date of destruction.

## Maintaining Order

**Why is it important for you to put your records in boxes in the same order in which you had them in your file cabinets?**

### Principles of Arrangement

1. *Respect des fonds*--records from one record group should not be mixed with those of another.
2. *Provenance*--the organization or individual that created, accumulated, and/or maintained and used records in the conduct of business prior to their transfer to the Archives.
3. *Sanctity of the original order*--the principle that archives should retain the arrangement established by the creator in order to preserve existing relationships and evidential significance.
4. *Not all original order is rational.*
5. *Original order is for filer's convenience.*

### Objectives of Arrangement

1. To present to researchers, insofar as possible, the original order of the files as evidence of how the files were used by the creator and why they were created.
2. To provide a basically rational order in which individual documents or facts can be found with a modest amount of search and analysis.