

## 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](mailto:sales@doc.nh.gov) (Sales)
- Used Boxes – the Archives Division sometimes has used boxes. Contact [archives@sos.nh.gov](mailto: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