

NEW PROCEDURES FOR ORDERING RECORDS BOXES

In an effort to expedite provision of records storage/transfer boxes to our client government agencies, Delaware Public Archives (DPA), in consultation with State Purchasing, has implemented new ordering and billing procedures and a State contract for boxes. The procedures and contract were effective January 1, 2005. The new contract vendor is The Paige Company of Ft. Lee, NJ, whose boxes are the same ones DPA has supplied to agencies for many years. In summary:

1. Agencies can now order their boxes directly from the contract vendor.

Orders for all three standard styles of boxes (destruction, long-term storage, or acid-free permanent preservation) can be placed directly with the box vendor. Subsequent delivery will be made directly to your agency.

2. Agencies are billed directly by the contract vendor.

Billing for boxes ordered will be made directly to your agency for payment. You will receive the contract price for all orders. Before placing your initial order, you need to contact the vendor and establish an account.

3. Agencies should ensure that they order the correct style of box for the records being transferred or destroyed.

Records not in the appropriate containers will be refused by DPA. If you are unsure which style of box is appropriate, contact your assigned Information Resources Specialist at DPA (see DPA website www.state.de.us/sos/dpa) or Donna Clendaniel at 744-5040.

- <> The Paige Company is located at 400 Kelby Street, One Parker Plaza, Ft. Lee, NJ 07024.
- <> Paige's sales rep is Peter Brown, who can be reached at 800-223-1901 (ext 116) or at pbrown@paigecompany.com.
- <> The State contract number is 05-458-AH (Acid-Free, Double-Walled, and Destruction Storage Boxes).
- <> Minimum order on the acid-free is 60 (3 cases of 20).
- <> Minimum order on the double-walled is 125 (5 cases of 25).
- <> Minimum order on the destruction box is 336 (28 cases of 12).

It is important to note that, in order to provide the best possible price, Paige has instituted minimum order quantities. In order to work with these, DPA suggests:

- (1) Consolidating orders of multiple divisions or sections into a single order,
- (2) Partnering with related or neighboring agencies to combine smaller orders into a single order,
- (3) Planning beyond your immediate needs and ordering a supply of boxes sufficient to last a longer period of time, possibly a year or more.

Paige can also provide quantities less than the minimum order requirements, but you will **not** receive the contract price and you will be required to pay with an agency credit card.

If you are a particularly small agency outside a larger division or department, please contact your DPA IRS to discuss your options. If you have any other questions, please contact your assigned Information Resources Specialist or James Frazier, Government Services Manager at james.frazier@state.de.us or 744-5039. Thank you.