

BOXES! BOXES!! BOXES !!!
PREPARATION AND TRANSFER OF RECORDS TO OFFSITE STORAGE
FACILITIES

James Frazier, Delaware Public Archives

At some point in their life cycle, many of the records in your agency will need to be transferred to either temporary records storage or to the Archives for permanent preservation. This class will walk you through the process of preparing and boxing these records for transfer. You will learn the best style of box to use, how to correctly input a file checklist for each group of boxes, and how to label the boxes for easy retrieval.

Other topics to be discussed will be costs involved, the proper form and process to use when retrieving files, how to make the most of your storage space, the differences between temporary storage and archival storage, and interacting with the two commercial vendors supporting Archives with agency records storage.

This class is recommended for employees new to records preparation plus any others who want to review recent changes now in place with the supporting vendors.

Each class is scheduled from 9:00am - 12:00pm.

(Please Note: Class size limited to 15.)

December 20, 2012

Paradee Center, Transportation Circle (Rt 113 next to DelDOT Admin Bldg), Dover, DE

For additional information, contact James Frazier at 302-744-5039 or at james.frazier@state.de.us.