

To: Department Distribution  
From: Records Management  
Re: Storage Procedures

Please use the following guidelines when sending boxes to storage:

1. Pack boxes loosely enough to fit fingers easily through the handles.
2. Do **NOT** pack hanging folders in boxes. They do not store easily.
3. Labeling instructions:
  - a. Fill out entire storage ticket, except for serial number and location.
  - b. Sign and date storage ticket.
  - c. Enter the beginning and end dates for the records stored in each box under "Inclusive Dates". Please box records according to a relatively contemporaneous timeframe. **WE WILL NOT STORE RECORDS WITH AN EXPIRED RETENTION PERIOD OR RECORDS WHOSE INCLUSIVE DATES ARE SUBJECT TO CHANGE WHILE STORED AT THE RECORDS MANAGEMENT CENTER.**
  - d. Estimate the shipment date (date of pickup)
  - e. Separate white and yellow copies of the storage ticket.
  - f. Fasten white storage ticket copy on front of box under the handle using a **gluestick**. We will refuse any shipment with improper labeling.
4. Please be sure to include yellow tickets with the shipment.
5. **DO NOT** send various types of media within one box. Examples include video tapes, audio tapes, film, or books.
6. Make sure box is in good condition. Box must be purchased from Records Management unless department has obtained prior approval from Records Management.

If you have historical items or documents, please contact Terry Gugliotta, the University Archivist, at 277-5707.

If you have questions call 277-1136 for further assistance.

If you need a pickup or delivery please email request to: [unmrecordsmgt@unm.edu](mailto:unmrecordsmgt@unm.edu) or fax 272-8390.

Thank you!