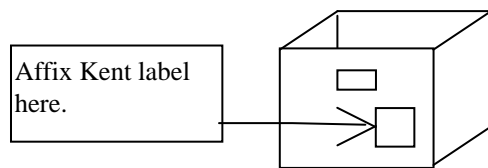




## Procedures for Preparing Boxes for Storage

1. PACK – Pack files into a STANDARD size record box. Contact Kent Record Management if you need boxes.
2. LABEL BOX - Put bar code label (provided by Kent) on the end of the box, below the handle.



3. LIST CONTENTS - Choose 1 of 3 ways to inventory:

### **A: Online (preferred)**

With KRM web access, you can enter box contents and submit your request for the pickup online. You also have the option to record individual folders within each box. You can describe each folder using a variety of available reference fields:

*Main Description* (900 characters)  
*References 1-25* (100 characters each)

Contact KRM (616) 459-6681 to set up web access

-OR-

### **B: Excel spreadsheet –**

Using the proper format, KRM can import an Excel spreadsheet into our system. Description, References, from date, to date, and destroy date fields are all available with this option. (Ask for a formatted spreadsheet)

-OR-

### **C: One line per box (50 characters) -**

Use Box Inventory Form provided by KRM if you only need one line of description per box. This form offers a 50 character field for general description (including spaces), plus separate fields for beginning & ending date ranges and review (destroy) date.

## **TIPS for preparing boxes for storage**

- Boxes purchased from us should have our logo and a “Kent label here” square showing on the outside of the box after assembly.
- Push in the end handles before putting the lid on the box.
- Do not over-fill boxes. If sides or ends bulge out, they will not fit on shelves properly, and will most likely split open.
- The “review for destruction” date field should be filled in whenever possible. We will then send you a report every 6 months letting you know which boxes are due to be destroyed. If you return a signed copy of that report, we can have those boxes destroyed for you. This relieves you of always having to check your inventory to make sure you’re not storing more than you have to.