



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.

Put Kent label here.



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

A: Excel spreadsheet –

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

-OR-

B: One line per box (50 characters) -

Use Box Inventory Forms (or web access) 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.

-OR-

C: Folder level –

With our web access, you can record up to 999 individual folders per box. You can describe each folder within the box using a variety of fields such as:

Main Description (50 characters)

Reference 1-4 (40 characters each)

Reference 5-9 (13 characters each)

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