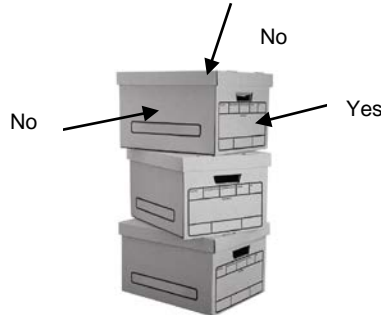# RECORDS AND INFORMATION MANAGEMENT
Packing and Labeling Boxes for the Move

PACK BOXES:

- Place label on either short END of the box, NOT on top, bottom or long sides. The label should not interfere with the handle area.

- Please do not over pack boxes. Boxes are stacked when they are moved, so be sure that the tops of the boxes are closed and flat. "Domed" boxes don't move well.

- Fill the boxes completely. (Partially packed boxes will crush in the move.)

- Loose items such as pens, paper clips, rubber bands, etc. should be placed in an envelope then packed in the box.

LABEL BOXES:

- Use a marker to write on the labels.

- Complete the information on the box label to include:

    1. T-building Number or other facility location information
    2. Office / Room Number
    3. Department Name
    4. Employee Name
    5. Box Contents – General description of contents in the box for example:
       (Cumulative folders, A-H, SY 2023)
    6. Box Number - number each box sequentially with a unique box number and the total number of boxes (1 of 5, 2 of 5, 3 of 5, etc.)
    7. File Cabinet or Desk - Label your cabinets and drawers: A, B, C, etc. On the label write as either (Cabinet A, Drawer 1, Box 1 of 2) or abbreviated (CA-D1 Box 1 of 2).

INVENTORY BOXES:

- Create an inventory list of your boxes in Excel or Word or on a notepad listing the box #, contents of the box, and location where the records were stored (cabinet A, drawer 3). This is important to help you verify that all boxes were transported/delivered and will make it easy for you to unpack. If any box was not delivered, you will be able to identify which box is missing and what was in it.

Note: **Safety tip – Unload your file cabinets starting with the top shelf and reload the cabinet starting with the bottom shelf. Because the cabinets are not bolted to the wall/floor, this will help prevent it from tipping over.**