

## How to Pack a Records Box Transcript

### Slide 1: Records Management at Duke

Welcome! The Records Management program at Duke University provides guidance to university offices and departments on managing their physical and electronic records.

### Slide 2: How Do I Pack My Records

Do you have physical records to transfer to the Archives? If so, you will need to pack your materials in archival records boxes.

### Slide 3: What is a Records Box?

The University Archives provides records boxes free of charge to offices and departments. Offices should use these boxes when transferring physical records, as they are designed for long-term preservation of materials.

### Slide 4: Requesting Boxes

To request records boxes, contact the Records Manager at [hillary.gatlin@duke.edu](mailto:hillary.gatlin@duke.edu). Each records box holds about half a drawer of records from a standard file cabinet. Be sure to request as many boxes as you need.

### Slide 5: Constructing Records Boxes

To construct the records box, place the edges of the box standing up on the ground and push down, as in the picture shown here. This will create the bottom of the records box.

### Slide 6: Box Lids

To create the lid, fold in the flaps as instructed on the lid. Make sure the lid fits securely over the records box.

### Slide 7: Packing Boxes

When packing boxes, all records should be placed in folders. All folders should be labeled and be facing in the same direction. Please leave a small amount of room in the box so files can move smoothly in or out. Do not overstuff the boxes.

### Slide 8: Tips and Tricks

When packing records, remove all hanging file folders. Hanging files will damage the boxes and prevent long-term storage. Replace hanging file folders with manila folders if needed, or use paper to differentiate files. Whenever possible, also remove records from binders. Binders take up too much room in the boxes, often causing lids to not fit properly.

### Slide 9: Labeling Boxes

Once the box is packed, please write the box number (1 of 10, 2 of 10, etc.) on the outside of the box. This is the only information you will need to write on the box.

All other information should be included in the records inventory. To learn more about the records inventory, please visit the [Records Management website](#).

Slide 10: For More Information

For more information on the records management program, please visit our website at the address [below](#).

Slide 11: Questions or Concerns?

Thank you for joining us today. Do you have any questions or concerns? Please contact the Records Manager at [hillary.gatlin@duke.edu](mailto:hillary.gatlin@duke.edu).