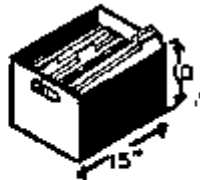


Packing Tips

- Please use No. 15 Miracle boxes (12"W x 15"L x 10"H) from the Paige Company (1-800-662-6937) for storing permanent records. You may use Archives Boxes from Cardinal Office Supply for storing non-permanent boxes in your area.
- Packing your boxes will help preserve the records as well as make them easier to find. Make sure to maintain the exact order of the files when packing.
- Letter-size folders should be packed facing the 12" side of the box and legal-size folders packed facing the 15" side. If you have a mixture of the two folder sizes, pack them facing the 15" side.



Letter



Legal

- While facing them that direction will take more space than necessary for the letter-size folders, it is better to prevent damage to the legal-size folders and records.
- Leave a couple inches of space between the last file folder and the box so that you do not overpack the boxes.
- Remove any hanging file folders since they do not fit well in the boxes and will eventually damage the box.
- For transfers to the Special Collections and Archives Department, each box should contain only one type of record. In other words, do not put things like correspondence, routine financial records, and student records in the same box. Each type of record, or series, has its own retention plan, and mixing different series may require you to keep certain records longer than is required.
- Pack the records in the same order they were filed in your office.
- Attach a typewritten box label to the top of the box. **Include another copy of the box label inside the box.** The four necessary elements on a box label are:
 1. The department of the University.
 2. The series number and title of the material.
 3. The date span of the material.
 4. The box number and the total number of boxes in the series

**KENTUCKY STATE UNIVERSITY
SPECIAL COLLECTIONS AND ARCHIVES**

(sample box label)

PUBLIC RELATIONS

UO107, Photographic File, A-N
2010 -2012

Box 1 of 6

- Create a folder title list that shows the records in the order as boxed. Include the date range of material in each folder. The folder list will provide an indexing system for you to use when retrieving materials from these files. **Save each folder title list as a word document and include a copy in each box.** See the sample folder list below:

SAMPLE FOLDER LIST

Box 1 of 6

Folder 1 Public Relations, Homecoming Activities Photos - 2010

Folder 2 Public Relations, Homecoming Activities Photos - 2011

Folder 3 Public Relations, 2nd Annual Gala Photos – 04/22/12

- For Archives transfers, use acid-free folders. Use a number 2 pencil when writing on the folder. No ink can be used for preservation purposes.
- Schedule a time to have the boxes delivered to the Special Collections and Archives Department by contacting the Records Manager (Sharon McGee) at 6864.

1. ARCHIVED BOXES WHERE PROCEDURES WERE NOT FOLLOWED WILL BE RETURNED TO THE ORIGINATING OFFICE.
2. ONLY STORE THOSE RECORDS IN ARCHIVES THAT ARE INDICATED TO BE PERMANENT UNDER THE STATE UNIVERSITY MODEL RECORDS RETENTION SCHEDULE (retention schedule). Non-permanent records should be retained by the individual office until the retention schedule states that they can be destroyed. Destruction of Records should be governed by below procedures:

All records are managed based on the [State University Model Records Retention Schedule](#) (adopted March 10, 2011), which identifies records by series, title, and description; denotes the retention and disposition instructions; and provides the legal authorization to destroy them. If the retention schedule denotes that records can be destroyed, that means that their value has expired and a [Records Destruction Certificate](#) must be completed and approved by the University Records Manager for the destruction of original copies. A Records Destruction Certificate does not have to be completed for duplicate copies. If the retention schedule indicates that records are permanent, those records have a permanent value and special steps must be taken to ensure their protection, availability, and preservation.

Methods of Destruction

There is no preferred method for destroying public records except when a specific method is required by law. The Kentucky Department for Libraries and Archives' Public Records Division suggests that records of a sensitive or confidential nature be burned or shredded. If shredding is the method selected for the destruction of confidential records, it is recommended that the shred be 1/4 inch or less. A shred of this size prevents the reconstruction of information presumed destroyed. Other records may be recycled, buried, placed in a dumpster, or destroyed by any other means.