
**STORAGE REQUIREMENTS
FOR NON-PERMANENT RECORDS
AT THE UNIVERSITY RECORDS CENTER**
Updated September 2002

1. The annual storage fee is \$2.50 per storage bin (\$15.00 per shelf).
2. Deliveries will be scheduled ONLY on Wednesday afternoons. Unscheduled deliveries will be refused.
3. Only records boxes purchased from the Records Center will be allowed in order to ensure efficient use of shelving. Boxes are \$1.00 each.
4. All boxes transferred to the Records Center **must** be clearly labeled. List the department name, the name of a contact person, and any additional information to help you identify the contents. Place the labels below the handle hole on one end of each box.
5. A file key **must** be created for the contents of each set of boxes and a copy submitted to the University Archivist upon delivery of materials to the Records Center. Only members of your department will be able to access the contents of your boxes. Records Center staff will not retrieve folders for you.
6. Only University records may be stored at the Records Center--office supplies, equipment or personal materials will not be accepted.
7. Do NOT:
overstuff boxes! They can split during transit. Overstuffing also blocks use of the handles or causes them to tear from excessive weight.
include oversize items that will protrude from the box
tape over or block the handles – make sure you can use them to carry the box
8. Your department must provide sufficient manpower to deliver the boxes and place them on the shelves.