

# HOW TO PACK A RECORD BOX



**ARE YOUR RECORD BOXES PACKED PROPERLY IN PREPARATION FOR STORAGE OR DESTRUCTION?**

## PAPER ONLY

- No paperclips
- No binder clips
- No binders
- No hanging folders
- No laminated paper
- No plastic

**\*\* Media should be packed seperately from paper**



## BOX LABELS

Box labels must be printed from Infolinx and secured to the end of the box.

 <b>University Records Management</b>	<b>University Library Services</b> 4400 University Drive, Fairfax, VA 22153 recmgt@gmu.edu   703.993.2201
<b>DEPARTMENT NAME</b> University Libraries - University Records Management	<b>BOX BARCODE</b> 0001000354
<b>DEPARTMENT CODE</b> 0551-0441	
<b>BOX CONTENTS</b> TEST BOX Certificates of Records Destruction for all Mason offices between 2015-2018, processed by University Records Management	<b>PROCITE NUMBER</b>
<b>RECORD DATES</b> FROM: 1/1/2015 TO: 12/31/2018	<b>RETENTION SERIES</b> Administrative (GS-101)
<b>BOX BATCH</b> 1 of 10	<b>DESTRUCTION DATE</b> 12/31/2023

## REQUEST PICK UP

Once your box is properly packed and your records have been reviewed by University Records Management, please submit a box pick up request through your Infolinx account.



[recmgt@gmu.edu](mailto:recmgt@gmu.edu)

<https://recordsmanagement.gmu.edu>