

## TECHNICAL ASSISTANCE BOX AND LABEL PROCESSING

**Purpose:** To provide guidance on the processes for preparing boxed records to send to Knox Vital Records for Archiving and Disposition.

**Effective:** June 1, 2021 until superseded

**DAN:** District procedure

**Procedure:**

Schools and departments may prepare records for retention and disposition in accordance with published retention schedules.

In order to maintain consistency and to ensure the ability to properly stack and store paper records awaiting review for disposition, appropriate boxes must be used with uniform labeling.

Please utilize the following boxes for sending records to Knox. We currently have an ample number of extra banker boxes available by request and they are first come, first served as available.

Send a request to [help-records@osd.wednet.edu](mailto:help-records@osd.wednet.edu)

Banker Boxes 703 (White or Brown are acceptable)

Bankers Box STOR/File Storage Boxes, Standard Set-Up, Lift-Off Lid, Letter/Legal, 4 Pack (0070308)




Bankers Box White or Brown

For storage, easy recognition, and continuity between schools and departments, please do not send boxes with handwritten notes or taped pieces of paper on top. Consistent boxing and labeling is critical to our records management and processing once we receive your records.

**NOTE: IF you have already boxed records that you wish to send to Knox, we will still accept other forms of boxes and labels until the full implementation by August 1, 2021.**

Decals for the boxes are available by [help-records@osd.wednet.edu](mailto:help-records@osd.wednet.edu) request and should be used on all cardboard boxes on a side with the handle. Boxes are stacked until they can be sorted so please do not place labels on the lids, only one of the handled sides.

### BOX LABEL

<b>School:</b>			
			
<b>Contents:</b>			
<b>BEGINNING DATE</b>		<b>ENDING DATE</b>	
	Alpha start		Alpha end
<b>RET</b>		<b>DESTROY</b>	

Ref: BOXLABELRECORDS062021

#### Instructions:

1. Using a Black Sharpie, write in the school name.
2. Write the contents of the box. Contents should be related or boxed separately.
3. In the Beginning Date column, write what year the contents are for and if student files are contained, the starting letter of the first record in the series by last name.
4. In the Ending Date column, write the concluding year the contents are for and if student files are contained, the ending letter of the record in the series by last name.
5. If the box contains other files, you may leave the alpha start and end blank.
6. **Retention-leave blank.** We will fill in the record series and retention period once received and viewed.
7. **Destroy date-leave blank.** We will fill in the record destruction date based on the contents and after verifying scans and disposition in the retention schedule.