

ANNEX 2: Instruction for packing boxes

Once the Phase I of your request is approved, pack record boxes provided by ARMS as follows:

1. **Box Contents.** Files belonging to the same series and having the same retention period should be packed together.
2. **Non-Records, Blank Forms and Personal Items.** Blank forms, personal items and printed United Nations documents and publications collected for informational purposes should be weeded and disposed before packing records.
3. **Filing Supplies.** Active records should have been filed in manila or pressboard folders. If they were not, the ring binder should be removed and the records should be placed in labelled manila folders before packing. Excess filing supplies, such as hanging folders, file guides/dividers and binder clips should be removed.
4. **File Sequence.** Files should be arranged in record plan or file list order.
5. **Box Limit.** No more than one foot of records should be placed in a box to prevent the overfilling of boxes.
6. **Box Numbering.** Offices should write their acronyms and a box number on the two sides of the box. Box numbering should include the specific and total box numbers, ex. 1/12, 2/12, 3/12, 4/12 etc.
7. **Box Label.** When the transfer request has been approved by ARMS, ARMS will provide the labels. Affix Bar Code Labels to the record boxes to track location and manage the records.

