

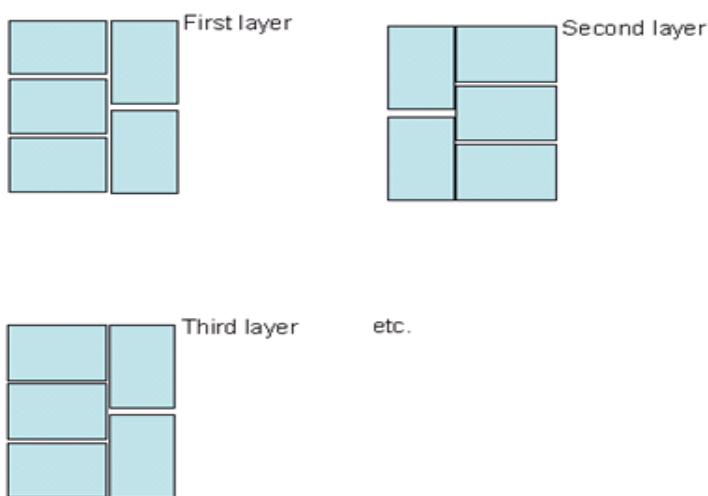


## Instructions for Shipping Paper Records to United Nations Headquarters (Archives and Records Management Section-ARMS) by Sea Container

May 2017

1. The records are required to be packed in locally sourced boxes with approximate size 30 cm (W) x 30 cm (H) x 40 cm (D). The boxes must be very sturdy, e.g./double walled.
2. The records are expected to be shipped in 20 feet long and shipper owned containers. Shipping **MUST** be "Door-to-Door".
3. The container this size can accommodate 11 standard pallets with approximately 30 boxes each palette. The number of boxes per pallet may vary but the container will hold up from 300- 350 boxes.

4. Boxes on the pallets should be stacked as follows:



5. The boxes on pallets must have outward facing labels and be shrink wrapped. Boxes must be wrapped to the pallet (the shrink wrapping should catch around the bottom corner of the palette and then pull it up to the opposite corner as simply wrapping around the boxes does not provide enough strength or stability.) Records originating from the same office must be grouped together (i.e. same pallet or same container)
6. An Excel spreadsheet which lists the description of each box for each pallet must be provided.

	A	B	C	D	E	F
1	pallet	content	access	n. of boxes	region	notes
2	1					
3		Minurcat/Supply/Ration Unit	2010-0136	5	Abeche	Missing
4		Minurcat/Supply Section/Fuel Unit	2010-0130	2	Abeche	Missing
5		Minurcat/Supply Section/ General Supply	2011-0048	2	Abeche	2 boxes NOT 3
6		Minurcat/DSRSG	2011-0008	5	Abeche	✓
7		Minurcat/FHQ/Personnel Section	2011-0010	4	Abeche	✓
8		Minurcat/Judicial Advisory Unit	2011-0013	2	Abeche	2 boxes NOT 8
9		Minurcat/Integrated Mission Training C.	2010-0132	1	Abeche	Missing
10		Minurcat/Human Rights	2011-0019	3	Abeche	✓
11		<b>TOTAL BOXES PALLET 1</b>		<b>24</b>		
12						
13	2					
14		Minurcat/Medical Clinic	-	19	Abeche	List sent to ARMS
15		Minurcat/FHQ/Military Police	2011-0103	2	Abeche	✓
16		Minurcat/Medical Section	-	1	Abeche	List sent to ARMS
17		Minurcat/Military/DFC Office	2011-0040	1	Abeche	1 box NOT 4
18		Minurcat/Military/FC Office	2010-0133	1	Abeche	Missing
19		<b>TOTAL BOXES PALLET 2</b>		<b>24</b>		
20						
21	3					
22		Minurcat/Contracts Management	2011-0038	8	Abeche	✓
23		Minurcat/Section UNPOL/DIS	2011-0027	8	Abeche	8 boxes NOT 12
24		Minurcat/MOVCON	2011-0106	1	Abeche	1 boxes NOT 2
25		Minurcat/ISS/Transport Section	2011-0093	4	Abeche	✓
26		Minurcat/Aviation Safety Unit	2011-0116	2	Abeche	2 boxes NOT 3
27		Minurcat/CAT/Mine Action Unit	2011-0018	1	Abeche	1 box NOT 2
28		<b>TOTAL BOXES PALLET 3</b>		<b>24</b>		

7. The following shipping documentation must be provided to ARMS:
  - a. Original Bill of lading
  - b. Electronic copy as it is required by the Procurement Division to obtain the clearance from the State Department.
  - c. Estimated Time of Arrival (ETA) and contact point with the shipping company.
  - d. Copy of the contract with the shipper.
  
8. Containers must be shipped to the following address:

Consignee:  
UN Archives and Records Management  
Attention: Anne Fraser, Chief of the Records Management Unit  
c/o Monika Tkacova, +1-212-963-5442  
31-00 47th Avenue, New York 11101

Destination  
GRM  
2520 Route 130  
South Brunswick, NJ 08810  
Attention: Roger Hinds, Operations Supervisor ([rhinds@grmdocument.com](mailto:rhinds@grmdocument.com)), + 201-832-2661
  
9. Containers will remain at the port in the USA (typically New Jersey) overnight for fumigation before being picked up the next day by ARMS vendor.