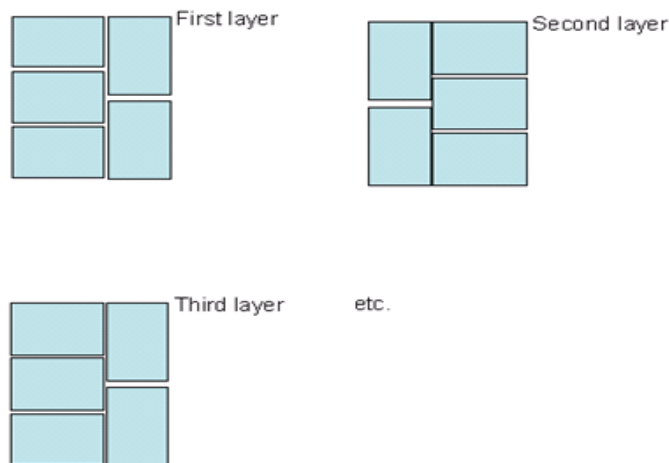




## Instructions for Shipping Paper Records to United Nations Headquarters by Sea Container

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.
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: Monika Tkacova, +1-212-963-5442  
31-00 47th Avenue, New York, 11101  
  
Destination  
Iron Mountain  
100 Harbor Drive  
Jersey City, NJ 07305  
Attn: Gio Yannuzzi/Inbound Department (Michael.Yannuzzi@ironmountain.com),  
+1-201-686-6952
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.