

# Archiving records

## Recordkeeping fact sheet 10

### Before you begin

Contact your local Records Management unit for assistance before you commence archiving records. Records Management staff will create the required number of boxes on TRIM, and provide barcode labels for the boxes.

If you only have a small number of files to archive, the files should simply be marked P/A (put away) and sent to the local Records Management Unit for secure storage.

### Purchasing archive boxes

Archive boxes can be purchased through the department's stationery supply catalogue.

A1 sized boxes are the industry standard for packaging A4-sized files. Records Management staff will advise on the type of boxes to purchase. Acid-free (pale blue) boxes should only be used for archiving records requiring permanent retention.

Oversized boxes should not be used to store records as they can present a manual handling hazard when full.

### Folding boxes

Boxes must be folded correctly; incorrectly folded boxes will not close properly and may fall open.

Archive boxes have inside and outside surfaces. The outside surface is smooth while the inside surface is ribbed with visible corrugations.



Please see the instructions overleaf, and the associated [video on how to fold an archive box](#).

### Labelling boxes

Ensure each box is labelled with a TRIM number and barcode in this format:

Year / Accession Number/ Box Number.



In this example,

- '14' is the Year
- '38' is the Accession Number, and
- '1' is the Box Number.

Attach the TRIM barcode label directly above the thumb hole.



Do not use marking pens directly on the box.

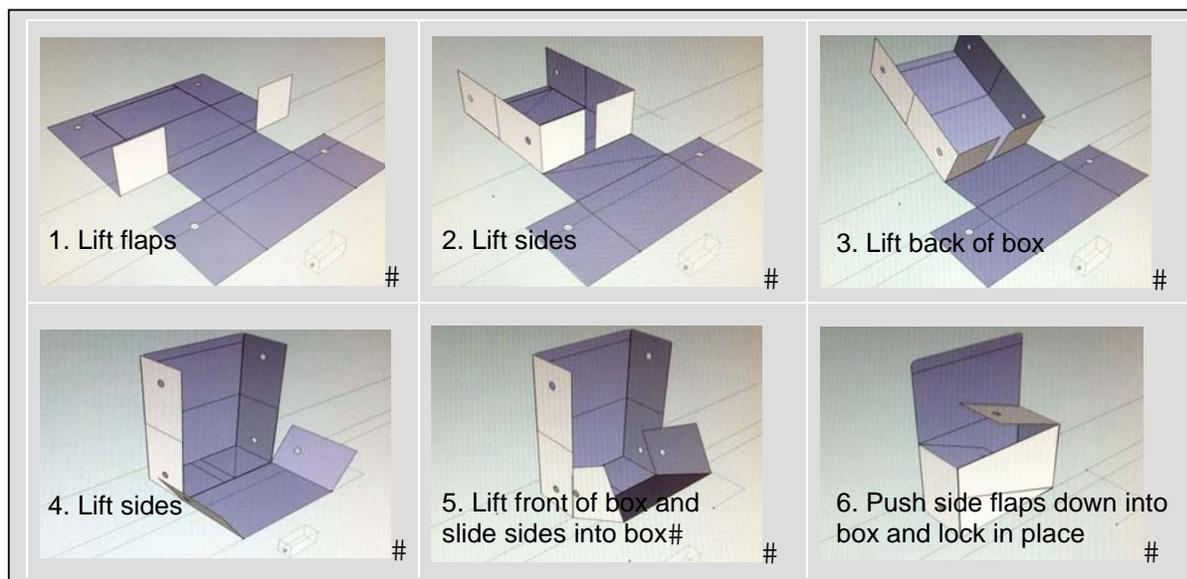
**Note:** If your records are being sent to a commercial storage provider (e.g. Recall), specific labelling instructions may apply.

## Packing boxes

When boxing TRIM files:

- The lid of the box should open from right to left.
- Remove large metal clips as these can damage records through rusting, and are manual handling hazards.
- Remove rubber bands if they have been used to hold documents in files or folders. Over time rubber will perish and leave a residue that can damage records. Cotton tape may be used instead.
- Place files inside boxes with spines facing downwards and the titles facing the opening (right side) for easy viewing.
- Ensure boxes are not over-packed. Boxes should close properly and not bulge at the sides. A ¾ packed box is recommended, allowing a few centimetres either side of files. The standard test is whether, when the packed box is lying on its side, you can easily slip your hand in on top of the files.
- **Tip:** Lids should close without using force and must not be taped down. Over-packed boxes cannot be accepted into storage and will be returned to the sender.
- **Note:** Consult Records Management staff before boxing loose documents or papers.

## The following illustrations show how to fold an archive box



## Related documents

- [How to fold a box \(video\)](#)

## Further information

For further assistance, please contact the:

Records Service Centre: 9096 8999  
 Email: [RecordsService.Centre@dhhs.vic.gov.au](mailto:RecordsService.Centre@dhhs.vic.gov.au)

or your local Records Management unit:

Records Unit East Division: 9843 6090  
 Records Unit North Division: 9412 5427  
 Records Unit South Division: 8765 7164  
 Records Unit West Division: 5333 6088

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