

Record Storage Policies and Procedures

Earhart Hall - 3100 Washington Blvd

Updated 3/12/2013

In order to facilitate proper usage of Earhart Hall's Record Storage Facilities, Saint Louis University requests that each person or department wishing to utilize the storage area adhere to the following 6 instructions.

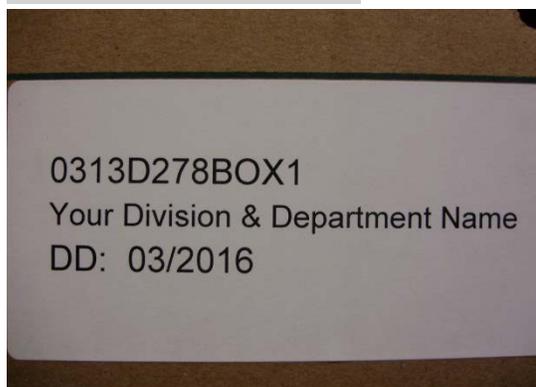
1. Each box must be labeled with these three lines which are color coded below:
1st line- The Unique Barcode that you develop, **2nd line- Your Division and Department Name**, and **3rd line- The Proper Destruction Date** (Please refer to the [University Records Management and Retention Policy](#) for the record retention schedule). If you fail to include each of these items, including a specified destruction date, we will not be able to accept your boxes.

Your three-line box label should be clearly marked on one end of the box without any other writing around it. It can be printed or handwritten on a label or handwritten directly on the box. The first four characters of the unique numbering system, which will be made into a barcode, must reflect the two-digit month and two-digit year that the boxes will be going into storage. (See example in **Red** below.) The next four characters must include your University Department Code. (See example in **Green** below.) The next set of characters needs to reflect the appropriate box number from your department (there is a maximum of 8 digits that you can use for the box number). Start with BOX1, 2, 3, etc., and continue on in sequential order for all boxes from your department. (See example in **Pink** below.) To ensure it will scan properly, the entire barcode can be no more than 16 characters. It is extremely important that this unique title or box number is never repeated.

Barcode: 0313D278BOX1

Div/Dept: Your Division and Department Name

Destruction Date: 03/2016



You make this one.



We make this one.

The first line of your label (1st photo), will be converted into an actual barcode (2nd photo), so that we can scan it and easily locate your box. You must provide this barcode (first line only) in your FAMIS work order request when you want us to retrieve your box in the future.

2. You can purchase boxes from anywhere you like as long as they are the **standard size banker boxes that measure 10x12x15 inches**. No other boxes will be accepted. Legal size boxes and copy paper boxes are difficult to transport and do not fit properly on our shelves, so they are not allowed. We



- We found that the cheapest box on our Eway (Staples) purchasing system was box 12770 as shown in the picture above. The color of the box does not matter.
3. Hanging folders are not allowed in boxes as they will damage the box.
 4. Minimize the use of bulky binders in your boxes to conserve space.
 5. The box must be fitted with the proper size lid.
 6. If you are a new customer or if you haven't sent over new boxes in quite some time, please make a copy of your barcodes list and send it over with your new boxes so we can verify that it is up-to-date. If you do not have a current list of the boxes stored in Earhart Hall for your department, please make a note on the FAMIS work order request, or give us a call so that we can send you an updated copy.

Please note that if you fail to follow these specified instructions, we will not be able to pick up your record storage boxes. Please keep an updated list of all of your boxes and their destruction dates and make sure everyone in your department who may need to retrieve a box has an updated list.

You will also need to notify us when your boxes need to be destroyed. We can have the boxes shredded for you if we have your written authorization. The cost for this service is \$3.50 per box, which we will need to pass along to you through an eSeeIDO payment (interdepartmental payment). We can also send the boxes to you for disposal as long as you let us know when you destroy them so that we can remove the boxes from our system.

If you have any questions or need assistance, please feel free to contact Grant Powell via email at gpowell3@slu.edu or by calling 977-2958.