

## **Boxing Requirements for Handling and Destruction of Confidential Records**

### **(Reference NMAC 1.13.10)**

- Confidential records to be destroyed should be placed in standard size records storage boxes. Storage boxes may be obtained from the NMSU Bookstore or an office supply store. The boxes that paper (10 ream) is delivered in, are also acceptable. **Non-standard containers cannot be accepted.**
- Boxes must be accompanied by a [Request for Disposition](#).
- Box weight not to exceed 50 lbs.
- Identify each box with your office name and the box sequence (1 of 3, 2 of 3, etc.) for each series.
- Remove all metal:
  - \* hanging file folders
  - \* metal prongs (typically on fastening file folders)
  - \* metal clasps
  - \* binder clips
  - \* 3 ring binders
  - \* paper clips larger than jumbo size (2 inches long)
- Place only one type of record series in each box (If possible).
- Place the records in the box vertically and in the same order that they were kept in the office.
- Place letter-sized folders across the 12-inch side, facing the front of the box.
- Place legal-sized folders across the 15 inch side, starting from left to right.
- Leave at least one inch of space for ease of access.
- Place the lid on the box without tape.