

## Packing boxes Dos and Don'ts.

### 1. Do not overfill the box.

- Sides should not bulge.
- The lid must open and close properly or with little effort.
- At least two finger widths of space remains between the front of the box and the file folders.
- Weight should not exceed 15kg. If the box is too heavy for you to lift, it is too heavy for Records Centre staff to lift above their heads.



### 2. Arrange files in an orderly manner

- Files should be arranged in the same order they are listed on the Transfer list.
- Files names should be clearly identified.
- File contents should be neat. Documents should not obscure the file names or extend beyond the folder.



### 3. Insert a copy of completed Transfer List in the box.

The only fields not required to be completed before sending are shaded in blue.

Ensure to include:

- Schedule Number
- Temporary box number

RECORDS TRANSFER LIST PROVINCIAL ARCHIVES RECORDS CENTRE		LISTE DE TRANSFERT DES DOCUMENTS ARCHIVES PROVINCIALES CENTRE DES RECORDS	
Record Centre / Titre de la liste des documents		Records Centre / Titre de la liste des documents	
Department / Ministère	Schedule Number / Numéro de calendrier	Transfer no. / N° de transfert	
Region / Région	File description / Description des dossiers History / Historique	Transfer date / Date de transfert	
City / Village / Ville / Village	File / Dossier	Transfer location / Lieu de transfert	
Box No. / No. de boîte	Records / Documents	Location / Lieu de transfert	
File No. / No. de dossier	Quantity of records / Files and description / Quantité de dossiers / Fichiers et description		
	Description / Description		

**NOTE: Box locations are no longer emailed to you.** Once a transfer is complete, you can access the box location information by viewing your account history. See “My Transfers” on your system homepage to view details and update your copy of the Records Transfer List.

A helpful **Checklist for Packing Boxes** is available for download here on our website: <https://archives.gnb.ca/CIM/rcs-sdd/en-CA>

Questions or comments? Email us at [Records.Centre@gnb.ca](mailto:Records.Centre@gnb.ca) or call 506-453-2897

<https://archives.gnb.ca/CIM/Default/en-CA>