

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 (15" x 12" x 10" in size). Storage boxes may be obtained from the NMSU Bookstore or an office supply store. The boxes that paper (10 reams – 8 ½" x 11") is delivered in, are also acceptable. The RMR Office recycles boxes, please contact rmroffice@nmsu.edu to see if we have any boxes available. **Non-standard containers cannot be accepted.**
- Boxes must be accompanied by a [Request for Disposition](#).
- Box weight is not to exceed 50 lbs.
- 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)Note: Staples and rubber bands do not need to be removed.
- Partially filled boxes are acceptable.
- Place only one type of record series in each box (if possible). If you are placing two or more types of record series in each box, please insert a separator (colored paper or folder) to distinguish the different types of record series
- For partially filled boxes and boxes containing more than one record series, please enter the specific volume of records in the "Volume (# boxes)" field on the Request for Disposition as a fraction or decimal (e.g. .25, .50, ¼, ½).
- 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.
- Identify each box with your office name and the box sequence (1 of 3, 2 of 3, etc.).