

SAM—RECORDS MANAGEMENT

FILING EQUIPMENT AND SUPPLIES

1610

(Renumbered 6/2015)

Vertical Shelf Files, Office Type (Open Shelf).

Vertical shelf filing is the most efficient type and is the state's standard. Records are stored on shelves in rows, instead of in drawers. When planning a file system determine if it is feasible and economical to replace current files with shelf file systems.

Records Storage Containers:

Clean cardboard cartons are required for the storage of inactive records shipped to and stored in the SRC.

Box dimensions: height – 10”, width – 12”, depth – 15” (Accommodates letter and legal size files)

Only clean unused boxes will be accepted for the storage of inactive records.