



## Box transfer instructions

This is the Records Transfer Form and box preparation checklist to be used when transferring records to the County Records Center.

- Boxes can be ordered from Office Depot Business, <https://www.odpbusiness.com/>. They are **item #285052**. You must enter this item number into the “search” box to locate the correct item.
- Call Salt Lake County Facilities at **385-468-0361** and order the labels for the boxes. Just ask for Records Center box labels. There is a fee that Facilities charges for the labels.
- Transfer forms can be downloaded from the Records Management webpage.

### Boxes

*Boxes that are improperly packed will not be accepted for transfer.*

1. Pack files in standard 1 cubic foot boxes. Acceptable boxes have a stacking strength of at least 550. No other boxes will be accepted.
2. Do not over pack. Boxes must weigh less than 45 lbs. (If you don't want to lift it, neither do we.)
3. Leave 1 to 2 inches of empty space in box for file retrieval and refiling. Must be at least 3/4ths full.
4. Do not stack papers on top of files.
5. Boxes must not bulge.
6. Box lids must fit snugly and securely.
7. The information on the box label must be consistent with Transfer Form.
8. The label must be placed on the end of the box.  
Note: Need to transfer large materials or records that do not fit into a one cubic foot box?  
Contact Darrell Passey, [dpassey@saltlakecounty.gov](mailto:dpassey@saltlakecounty.gov).
9. After you have boxed up the records and attached box labels to each box, fill out a records transfer form.
10. Once the transfer forms are complete, please send them to Darrell Passey and he will arrange for the boxes to be picked up and transferred to the Records Center.

Questions? Contact Darrell Passey at 385-468-0822, or Karri Krattley at 385-468-0816.