



University Services

UNM Records Management

To: Campus Distribution
From: Records Management, 277-1136
Re: Storage Procedures

Please use the following guidelines when sending boxes to storage:

1. Pack boxes loosely enough to fit fingers easily through handles.
2. Do **not** pack hanging folders – remove contents and pack.
3. Send only **one** type of media per box – i.e.: books, videos, film, etc.
4. Complete storage ticket per instructions at bottom of ticket.
5. Sign and date storage ticket.
6. Fasten white storage ticket copy on front of box under handle.
Please use a **glue stick**, not tape.
7. Include yellow storage ticket copies with the shipment.
8. Make sure box is in good condition.

Feel free to call if you have any questions or to schedule a pickup or delivery.