



THE PREPARATION AND HANDLING OF
DISTRICT COURT RECORDS BOXES

BY

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A brief instructional guide prepared by the staff of
The District Court Records office

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Preparing Boxes For Storage

The efficient and safe handling of Records boxes is the responsibility of every employee who is involved in the processing of records.

Please follow these simple instructions when preparing boxes of records for shipment and storage.

ASSEMBLY

Assemble each box in accordance with instructions in Appendix A (**See Diagrams and Photos**).

Improper assembly will result in the collapse of the box and re-handling of the records. Additionally, District Court Records Warehouse personnel may REJECT boxes to be transported if the boxes are improperly assembled.

LABELING

LEGIBLY label each box in accordance with instructions contained in Section B and Appendix B.

Accurate labeling will facilitate the shipment and subsequent storage of your records. Proper labeling is also a long-lasting aid in the retrieval of files and provides a baseline in the archiving process.

CONTENTS

Ensure that the contents are neat and free of any non-essential materials, to include loose binder clips and loose rubber bands.

WEIGHT

Limiting the number of case files to 300 per box effectively manages the weight of each box. Over-loading boxes of records creates a lifting hazard for your fellow employees and may contribute to the failure of the box.

PREPARING RECORDS FOR STORAGE

A. Constructing Hall of Records Boxes

PREPARING RECORDS.

Records organized for storage must be packed in Hall of Records boxes before they can be transferred to a storage site. It is important that the boxes are constructed and labeled correctly to ensure that they will not break when filled. Appendix A illustrates box assembly.

B. Labeling Boxes

Correct labeling is important to ensure efficient storage of records. Review the examples on Appendix B, *Box Labeling* and the following description:

Labeling Boxes

1. Box Number

Each box should be numbered sequentially, beginning with the first or lowest number in the record series.

2. Accession Numbers

Records are sent to the District Court Records Center where an accession number is assigned to them and noted on the *Records Transmittal and Receipt* form. A copy of the transmittal is returned to the court to be filed in the records log. See Appendix D, *Records Transmittal and Receipt* form, DCA-62.

Records Transmittal and Receipt Form DCA-62

**PREPARING
RECORDS**

3. Total Boxes

This is the total number of boxes in the series of records.

4. Disposal Date

If files are stripped, leave this area blank. If files are not stripped, enter the date that they will be eligible for stripping.

5. Agency

Write "Dist Ct of MD", the district number, and County on this line.

6. Division

Indicate the location and division, department or section of the sending court: Criminal, Civil, Accounting, etc.

7. Inclusive Dates

These are the beginning and ending dates for the records in each box.

8. Record Title

Describe the type of records: Fiscal/Accounting, Administrative, Civil, Criminal, Landlord/Tenant, Special Proceedings, or Traffic.

9. Blank Line

If the files are stripped, write "STRIPPED" on this line. If not stripped, leave this line blank.

10. Last Blank Line

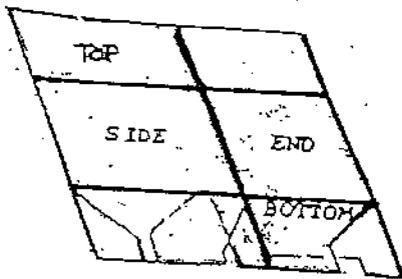
Use this line to detail the contents of the box: beginning to ending case numbers, traffic docket sheets, accounting records, etc.

Appendix A

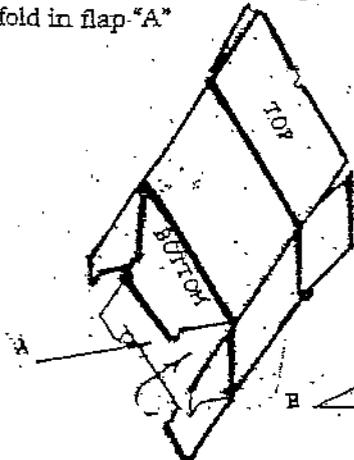
Diagrams

Box Assembly

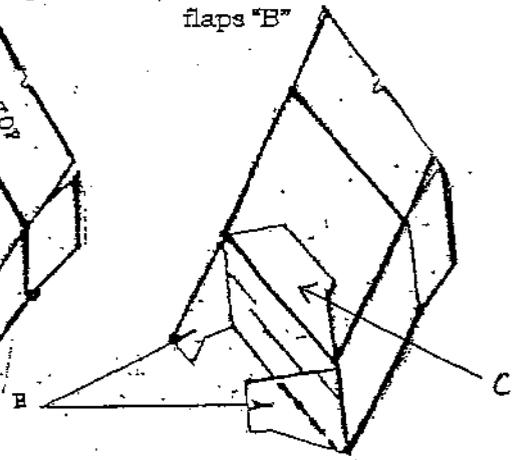
1. Unassembled Box



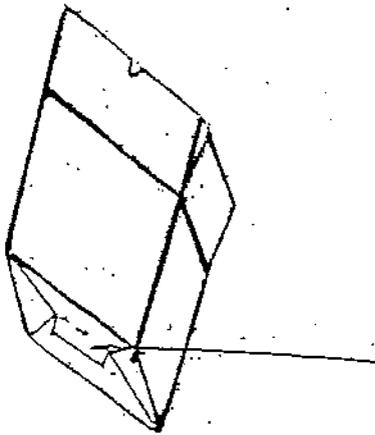
2. Open with bottom side up, fold in flap "A"



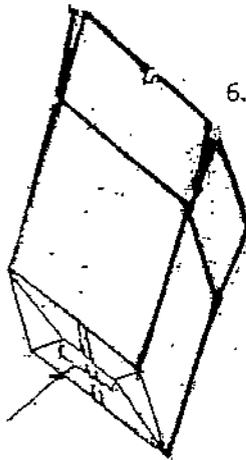
3. Fold in small side flaps "B"



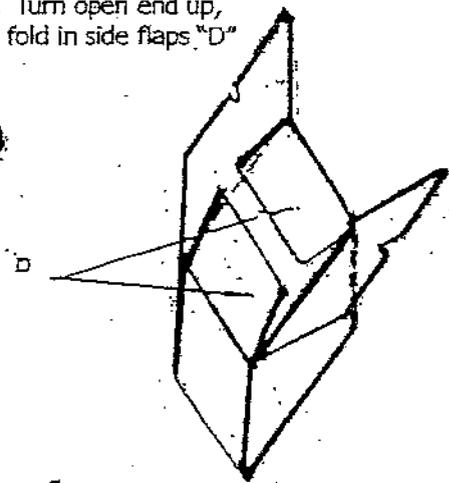
4. Fold in flaps "C"



5. Push flap "C" in to lock bottom side



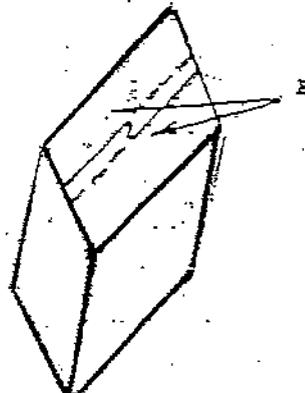
6. Turn open end up, fold in side flaps "D"



7. Fold in large top flaps "E"



8. Interlock two large flaps "E" to secure carton



Appendix A - Photos

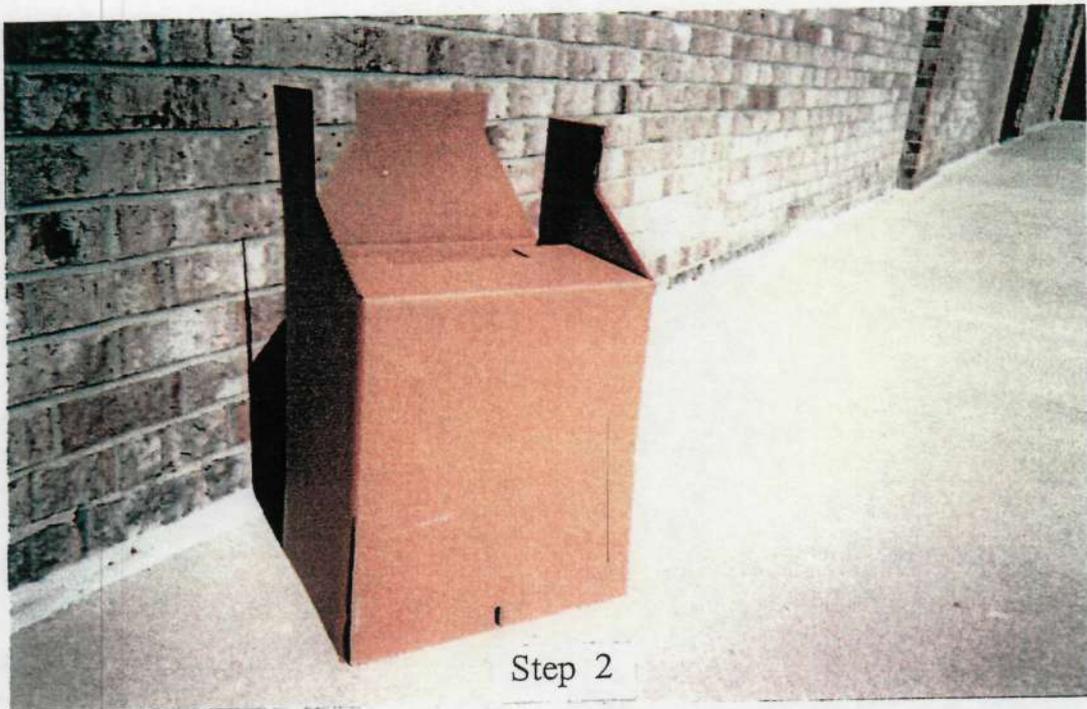
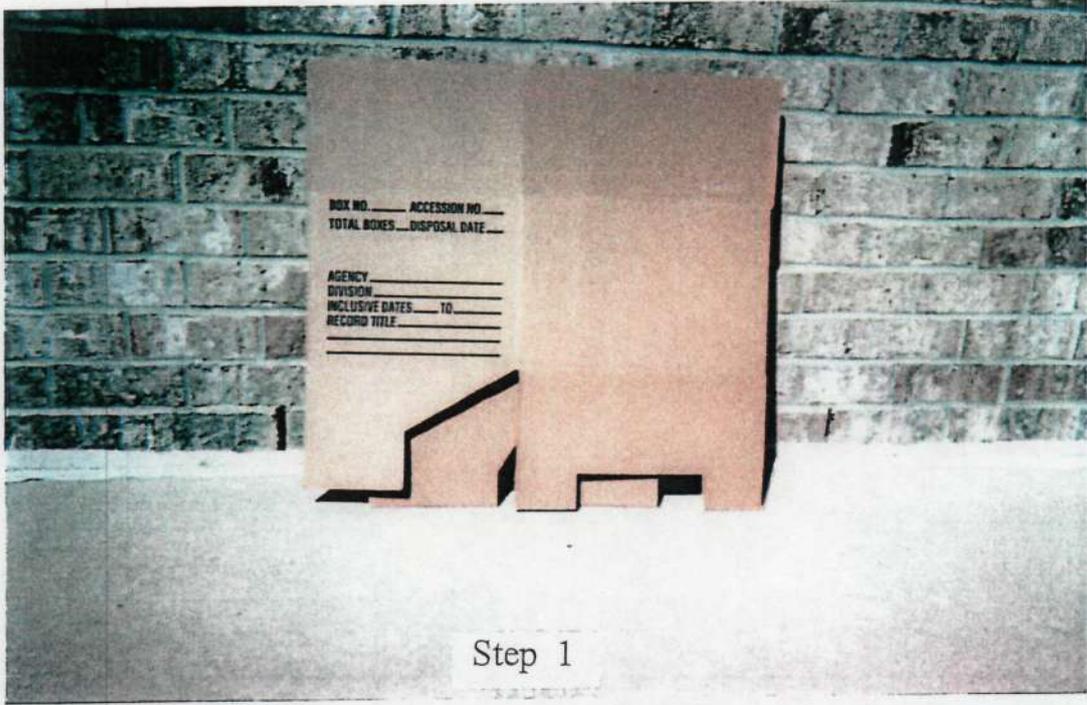
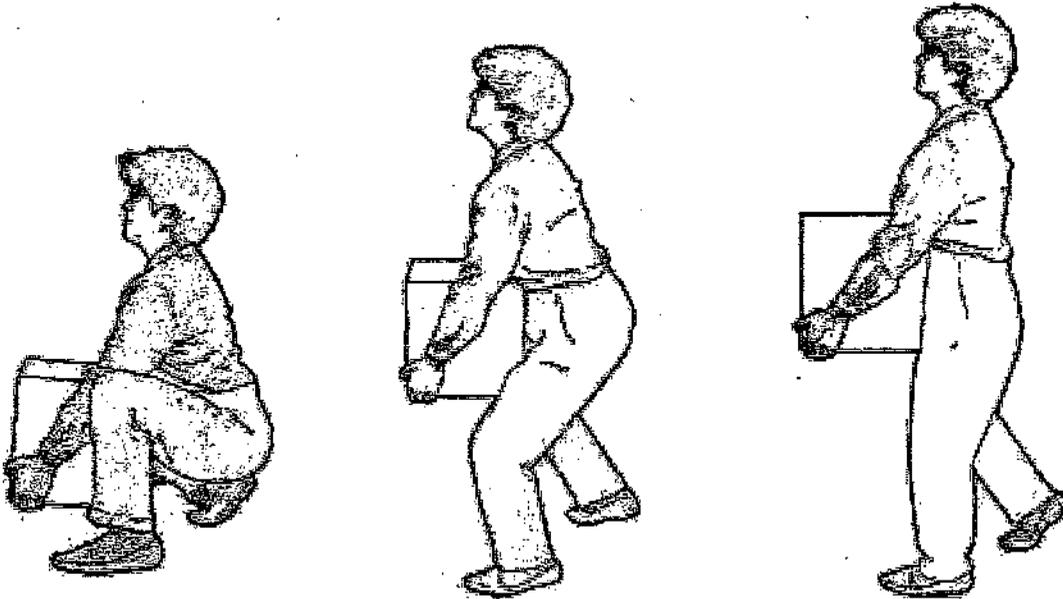


ILLUSTRATION 1

Basic Lift (Diagonal Lift) - This lift is the most common method of good lifting technique. Use the basic lift for objects small enough to straddle where you have enough room to use a wide stance.

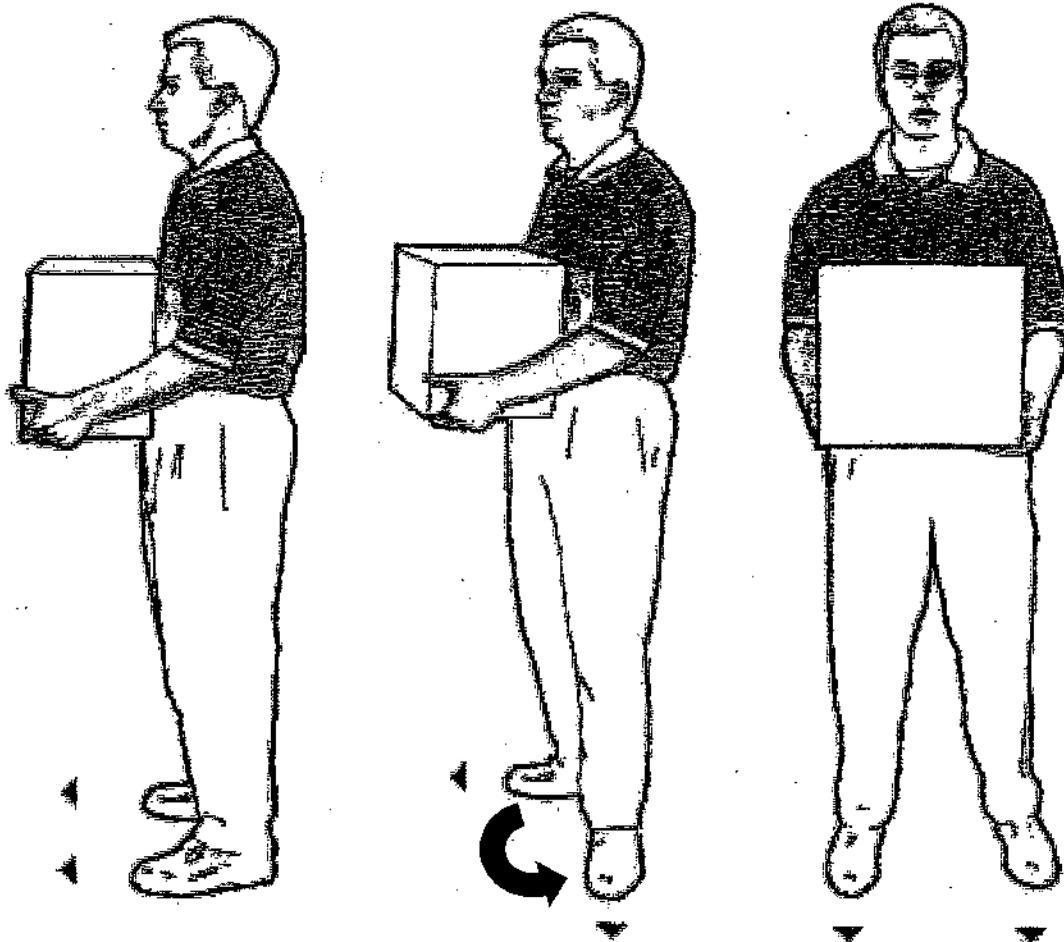


1. Get close to the object.
2. Stand with a wide stance: put one foot forward and to the side of the object.
3. Keep your back straight, push your buttocks out, and use your legs and hips to lower yourself down to the object.
4. Move the load as close to you as possible.
5. If the box has handles, grasp the handles firmly and go to step 9.
6. Put the hand (that is on the same side of your body as the forward foot)-on the side of the object furthest from you.
7. Put the other hand on the side of the object closest to you. Your hands should be on opposite corners of the object.
8. Grasp the object firmly with both hands.
9. Prepare for the lift: look forward.
10. Lift upwards following your head and shoulders. Hold the load close to your body. Lift by extending your legs with your back straight, your buttocks out, and breathe out as you lift.

If you are doing this lift correctly, your head will lift up first, followed by your straight back. If your hips come up first and you must bend your back as you straighten up, you are doing this lift incorrectly.

ILLUSTRATION 2

Pivot Technique - When you must lift an object and then turn to carry it away, it is common to twist the body. Twisting *while* lifting can cause serious damage to the tissues of the back. Use the pivot technique to avoid twisting while lifting.



1. Lift the load using any of the previous techniques.
2. Hold the load very close to your body at waist level.
3. Turn the leading foot 90 degrees toward the direction you want to turn.
4. Bring the lagging foot next to the leading foot. Do not twist your body!

This guide has been produced to provide instructions on the proper assembly, labeling, handling, and shipment of District Court records boxes. It is meant to be a supplement to the District Court Records and Retention and Storage Manual (August 2003 Edition).

Please direct all questions or comments concerning this guide to the District Court Records office at the following numbers:

410-260-1655

410-260-1656

410-260-1658

District Court Records
Warehouse Complex
2002A Industrial Drive
Annapolis MD 21401

Appendix B

Box Labeling

BOX NO.	[1]	ACCESSION NO.	[2]
TOTAL BOXES	[3]	DISPOSAL DATE	[4]
<input type="text"/>			
AGENCY	[5]		
DIVISION	[6]		
INCLUSIVE DATES	[7]		
RECORD TITLE	[8]		
	[9]		
	[10]		

SAMPLE

Appendix B

Box Labeling

BOX NO.	<u>9</u>	ACCESSION NO.	<u>Leave Blank</u>
TOTAL BOXES	<u>24</u>	DISPOSAL DATE	<u>2013</u>
<input type="text"/>			
AGENCY	<u>Dist. Ct. of MD. #8, Balt. Co.</u>		
DIVISION	<u>Civil Division</u>		
INCLUSIVE DATES	<u>Jan. 2000 - Dec 2000</u>		
RECORD TITLE	<u>Civil Cases</u>		
	<u>1 - 25999</u>		

SAMPLE

Safe Lifting and Carrying Techniques

Improper lifting techniques are responsible for a large percentage of back injuries among all categories of workers.

Proper methods of lifting and handling protect against injury, and make work easier. You need to “think” about what you are going to do before bending to pick up an object. Over time, safe lifting technique should become a habit.

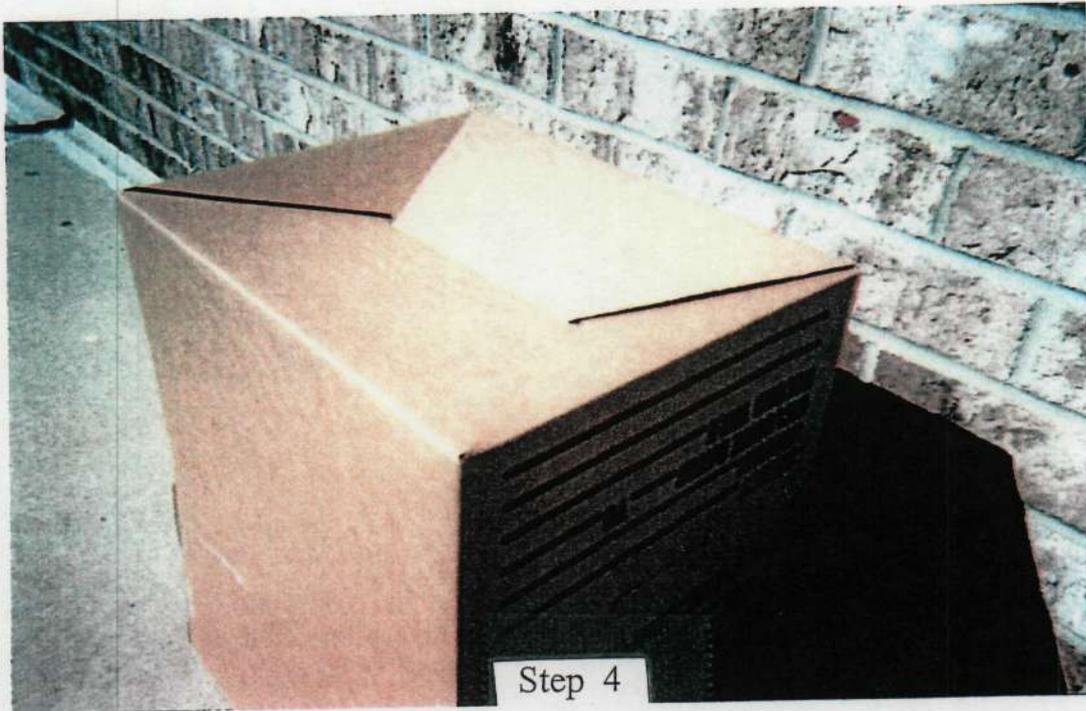
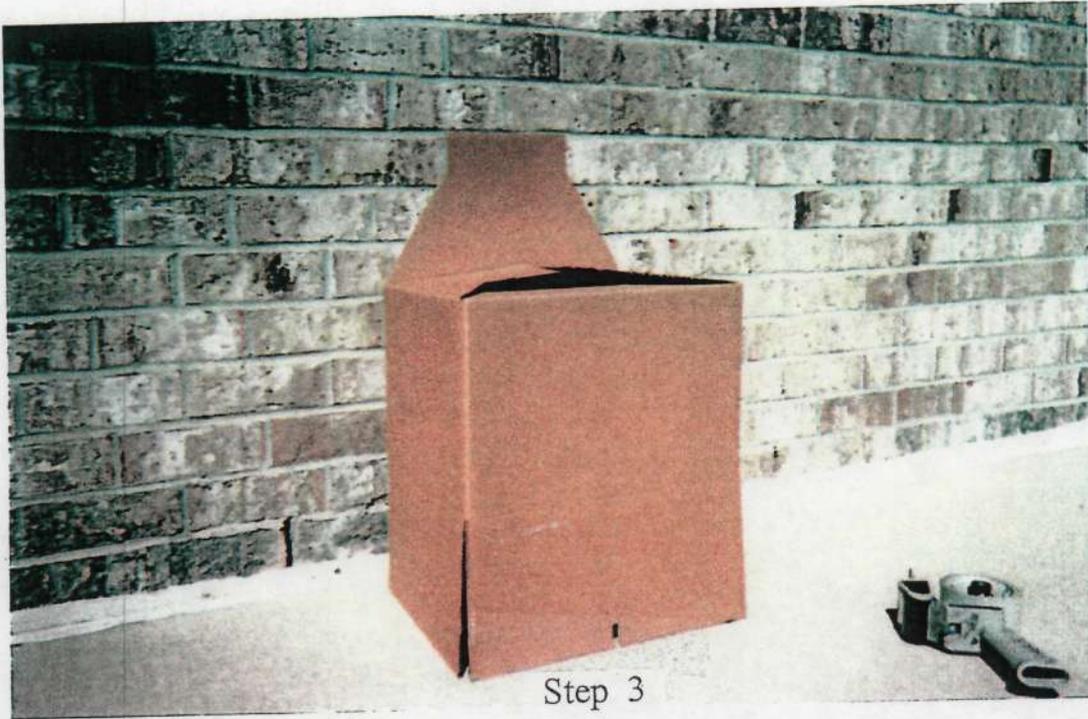
The following are the basic steps of safe lifting and handling:

- Size up the load and check overall conditions. Don't attempt the lift by yourself if the load appears to be too heavy or awkward. Check that there is enough space for movement, and that the footing is good. “Good housekeeping” ensures that you won't trip or stumble over an obstacle.
- Make certain that your balance is good. Feet should be shoulder-width apart, with one foot beside and the other foot behind the object that is to be lifted.
- Bend the knees; don't stoop. Keep the back straight, but not vertical. (There is a difference. Tucking in the chin straightens the back.)
- Grip the load with the palms of your hands and your fingers. The palm grip is much more secure. Tuck in the chin again to make certain your back is straight before starting to lift.
- Use your body weight to start the load moving, then lift by pushing up with the legs. This makes full use of the strongest set of muscles.
- Keep the arms and elbows close to the body while lifting.
- Carry the load close to the body. Don't twist your body while carrying the load. To change direction, shift your foot position and turn your whole body.
- Watch where you are going!
- To lower the object, bend the knees. Don't stoop. To deposit the load on a bench or shelf, place it on the edge and push it in position. Make sure your hands and feet are clear when placing the load.

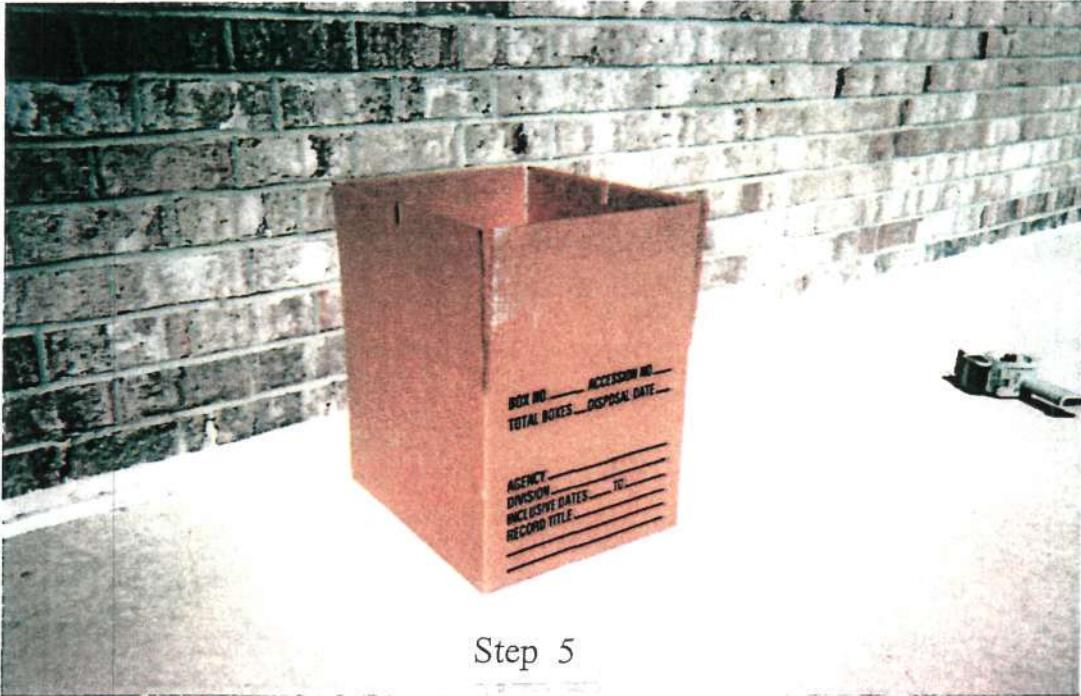
Make it a habit to follow the above steps when lifting anything – even a light object.

See Illustrations 1 and 2 on the next two pages.

Appendix A - Photos



Appendix A - Photos



Step 5



Step 6

Appendix A - Photos



Step 7