



## Record Box Requirements and Instructions

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The City's Archives and Record Management policies require agencies to use a specific type of record box for preparing records transfers. Standard-size record boxes may be ordered through Archives and Records Management ("ARM") or directly from [Maryland Correctional Enterprises](#) ("MCE").

Archives and Records Management maintains a small inventory of record boxes at the Archives and Records Management Center located at 2615 Mathews Street, Baltimore, Maryland 21218. Orders of 50 or fewer boxes may be picked-up at our Mathews Street facility. For larger orders, ARM can order and have record boxes delivered directly to the requesting agency's location.

- Standard-size box (15" x 12" x 9 7/8") for legal or letter-size records (MCE Item No.: [123139](#))
- Please note: Boxes exceeding these dimensions will not fit on ARM shelving. If your records do not fit into a standard box with these measurements, please call ARM to discuss alternatives before choosing a different size box.

### Tips for Packing Records

- Please do not overpack the boxes. Leave a 1 - to 2-inch space in each box to allow ease of reference.
- Do not put additional material on the bottom, side, or top of the records in the box.
- Mixed media (e.g., data drives, computer diskettes, microfilm, or videocassettes) cannot be stored in the same environment as paper records. Please do not include these media in the same transfer with paper records without prior approval from ARM.

If you have any questions about preparing your records, ordering record boxes, or labeling a record box, you may contact ARM staff for assistance.

### Contact Information:

Department of Legislative Reference  
Archives and Records Management  
2615 Mathews Street  
Baltimore, Maryland 21218

Phone: 410-396-3884

Email: [rm.dlr@baltimorecity.gov](mailto:rm.dlr@baltimorecity.gov)

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### Labeling a Record Box

Box Number	Confirm with Archives and Records Management staff. This number may not start with #1 if your transfer continues an existing series or collection. Please discuss before you begin labeling.
Retention Schedule Number	Every box must note the retention schedule number that applies to the contents of the box. <b>Only records that fall under the stated schedule number may be in each box.</b>
Department/Agency	Provide the full name of the parent agency. Examples: Department of Planning; Department of Public Works
Division/Bureau/Office	Include the full name of the sub-unit that creates and uses the records being transferred. Examples: Land Use and Urban Design; Water and Wastewater
Inclusive Dates	Indicate the date range of the records in the box. Examples: 2017 to 2018; Jul 2022 to Jun 2023.
Record Title	Provide the name of the record as written on the retention schedule. Examples: Accounts Receivable – Ledger; Land Use Practice Group – Case Files.  First File – Last File Names (Smith to Tosh)  Date range of files included

BOX NO. 2 ACCESSION NO. Z153  
TOTAL BOXES 3 DISPOSAL DATE \_\_\_\_\_  
AGENCY Parking Authority of Baltimore City  
DIVISION Operations  
INCLUSIVE DATES 6/1/2011 TO 12/29/2011  
RECORD TITLE Blue Assignments PC-11-0509  
to PC-11-1113