

## **RIM 5-06-09: RECORDS STORAGE BOXES**

### **1 OVERVIEW**

This policy establishes the guidelines for records storage boxes for use in off-site records centres.

#### **1.1 Authority**

- [Document Disposal Act](#) (RSBC 1996, c. 99)
- [Core Policy and Procedures Manual \(CPPM\), c.12](#)
- [Chapter 12 Information and Technology Management Supplemental Manual \(IM/IT Supplemental\)](#)

#### **1.2 Applicability**

Ministries, agencies, boards, commissions, and Crown corporations covered by the *Document Disposal Act*.

#### **1.3 Key IM/IT Supplemental Principle**

- 12.3.3. Part III (a) vi  
*Government records must be handled and stored in a manner that ensures that they remain accessible, authentic and reliable for as long as they are required to support government business and accountability needs.*

### **2 POLICY**

Ministries and agencies using contracted off-site records storage services must use boxes in accordance with the attached standard. It is the client's responsibility to provide boxes.

Clients will prepare boxed records for shipment to storage in accordance with RIM policy 5-06-07: *Preparation of Records for Off-Site Storage*.

### **3 ROLES AND RESPONSIBILITIES**

#### **3.1 Ministries and agencies**

Ministries and agencies must use standard storage box styles designated recommended by Corporate Information Management Branch ([CIMB](#)) for boxing records that will be transferred to off-site records storage.

#### **3.2 CIMB**

CIMB will provide labels and forms required to transfer records to off-site storage.

**Corporate Information Management Branch**  
**Recorded Information Management Policy: 5-06-09**

CIMB will designate specific records storage box styles as suitable for transfer to off-site storage and will advise clients on where to order the boxes that are not available from Procurement and Supply Services ([PSS](#)).

## **4 STANDARDS**

### **4.1 Labels and Forms**

CIMB provides the labels and forms required to transfer records to off-site storage.

### **4.2 Records Storage Boxes**

A standard records storage box is a container designated by CIMB as suitable for the storage of records. There are four categories of storage boxes:

- 4.2.1. **Common records storage box:** This is 1 cubic foot or 40cm x 32cm x 25cm and is the box most regularly used for file storage. The recommended records storage box is available from PSS (product number 7520121002).
- 4.2.2. **Map storage box:** This box is used to store oversize materials such as maps, or plans. Map boxes in sizes 4" x 4" x 36", 4" x 4" x 48" are available for purchase from PSS. (product numbers 7520121005 and 7520121006).
- 4.2.3. **Oversize box:** The following box sizes will be accepted for storage by CIMB:
  - 8" x 8" x 40"
  - X-ray (ledger) boxes in the following sizes:
    - 16" x 7 1/2" x 19",
    - 53" x 42" x 4" (C size),
    - 43 3/4" x 32 1/4" x 4" (B size)
  - archival storage ("Hollinger") boxes in the following sizes:
    - 15 3/4" x 2 1/2" x 10 1/4" (slim)
    - 15 3/4" x 5 1/8" x 10 1/4" (regular)
    - These boxes are not available from PSS. CIMB can supply ordering information. on request.
- 4.2.4. **Special media storage box:** This type of box is used for special media such as electronic records, sound and moving images, and visual records (photographs). These boxes are not available from PSS. CIMB can supply ordering information on request.