

SHIPPING RECORDS TO THE FEDERAL RECORDS CENTER

1. Review and dispose of files according to instructions found in the APHIS Records Management Handbook.
2. Headquarters-obtain "Records Management" boxes from Printing and Distribution, Suite 1A08, Riverdale building, extension 301-734-8003. Field Offices - Refer to the APHIS Records Management Handbook for records box stock numbers and ordering information.
3. All the files in one box must be the same series and disposition date. (*For example, all travel vouchers retired in 2001 in the same box, all T&A's retired in 2003 in the same box, all budget items retired in 2000 that can be disposed of the same month and year in the same box, etc.*)
4. Pack each box 90% full. If you can only fill a box 2/3's full, fill space with crumpled paper.
5. Each series will have a separate accession number (provided by the Records Management Officer).
6. Place an approved copy of the SF-135, Records Transmittal and Receipt, in box #1 of each series. Instructions for filling out the 135 are listed below. **DO NOT** use filament tape to seal the box, use paper tape **ONLY**.
7. Label and number the boxes at narrow end opposite of the steel staples. Do not use paste-on or adhesive labels. Write the following information directly on the box with wide-tip felt marked in letters 1" to 2" high.
 - a. Upper Left Corner: Accession number (found on blocks 6a-c of the completed SF-135).
 8. Upper Right Corner: Box number and total number of boxes in accession, e.g., 1 of 10, 2 of 10, etc.
9. Headquarters - if you have 24 boxes or more, arrange for pickup with the Records Management Officer. Less than 24 boxes should be mailed directly to the Federal Records Center. Field and regional offices - Mail boxes directly to your Federal Records Center.