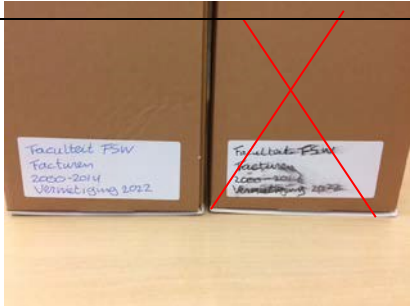


Guideline Packaging paper archive material: temporary storage

Packing instruction short term storage (<15 years) (For long storage see overleaf)	
	You use this guideline if you have selected archival material that needs to be stored temporarily (see Instruction for editing paper archive material: step by step). If in doubt, contact the Document Management and Archive department.
1.	 Store the material in boxes or binders.
2.	 Create a readable (preferably printed) label with the following data: • Organizational unit • Type of archive material / Content of the material • Year or period in which the material was made • Destruction year: the youngest year + the retention period + the date of the following year [yyyy]
3.	 If handwritten: no pen with ink that stains or presses.
4.	 Store in a clean, dry, insect and rodent free space.

Packing instruction long storage (≥ 15 years)		
	You use this guideline if you have selected archival material that needs to be stored for a longer period of time, with the Instruction for editing paper archive material: step by step. If in doubt, contact the Document Management and Archive department.	
1.		• Remove bonding mechanisms: (for example paper clips) • Remove the material from binders, dust covers, file folders and plastic covers • If the material is visibly dirty: remove dust and dirt • If the material is contaminated with insects or fungus; contact the DMA department
2.		• Pack loose material in acid-free covers*. • Write in pencil on the folder: organizational unit / department, content and period • A closing tape is applied for unstable stacks
3.		• Pack all acid-free covers in standing or lying acid-free boxes*: - Not slanted or sagged • Keep free space to get material out of the box easily and without damage (1 hand thickness free space)
4.		Create a readable (preferably printed) label with the following data: • Organizational unit • Type of archive material / Content of the material • Year or period in which the material was made • Destruction year: the youngest year + the retention period + the date of the following year [yyyy]
5.		Store in a clean, dry, insect and rodent free space.

* **Packaging material** is available at BZ/DMA

Boxes:	Standard lying box, no. 186, inside size: 35,4 x 22,8 x 8 cm / Standard standing box, no. 169, inside size: 38,5 x 26 x 11,4 cm		
Covers:	Acid-free cover: 135 gr/m2 22 x 34 cm	Labels:	Self-adhesive box and cover labels 3,2 x 6,3 cm
Pencil:	Graphite HB	Closing Ribbon:	Keperband 15/16