

Preparation of records: packing

All records must be packed in materials approved by The National Archives (acid-free boxes, boards, cotton map/banner bags, etc). The National Archives must approve all new types of packing material before they can be used. Please see standard box specification for more details.



It is advisable to measure your documents to ensure you order the correct size box.



The box should be big enough to accommodate the removal of the documents – allowing for space to fit hands down both sides.



The box should be **slightly** overfilled in order to ensure the contents fit snugly and items are not free to move around or slump down when the box is on the shelves.



Where a piece has been extracted from a box temporary fillers should be added so that the piece can be reintroduced at a later date. Please record this on the transfer form so the material can be removed on arrival.



It is advisable to alternate the orientation, as shown here, as this should make the documents lie more evenly in the box. (Note that if all the pieces are orientated in the same way the tagged corners may become proud.)



Tie linen tape around the length of the box to ensure that the lid remains secure. The purpose of the loop in the linen tape is to facilitate access to the boxes once they are stored on the shelves.

Remember the boxes will be stored upright along their length when they are on the shelves at The National Archives.

- Brass
- Department
- Series
- Acid-free box
- 20mm linen packing tape
- Public access label
- The lid of the box must always face to the right when placed on a shelf
- Place number range in box