1. How should I label my boxes of records?

**Use the label template** [**here**](file:///Q%3A%5CTraining%20Documents%5CRecords%20Management%5CRecords%20Box%20Label.docx)**.** Whether you’re storing your records on-site, or you have them stored in the off-site warehouse, you’ll need to completely fill out and attach this template. By doing so, Annual Records Destruction Day will be a breeze!
2. I have multiple boxes full of one record type. What should I do?

**Make one entry in the Records Management Database.** As the number of boxes increase, simply edit the “Physical Files” fields with the appropriate number of boxes. Be sure to include length, width, height, and unit of measurement so that the system correctly calculates the total cubic volume. (The State requires this and we won’t be able to approve your records for destruction without it!)

**Place a** [**label**](file:///Q%3A%5CTraining%20Documents%5CRecords%20Management%5CRecords%20Box%20Label.docx) **on each box with the same Records Series Title** (as they will all be under the same Database entry). Fill out the Box Number section at the bottom of the label.
3. I have multiple record types, but not enough to fill a box. Do they all need their own boxes?

**No.** If all the records have the same Destruction Date, they can be stored together. Additionally, if you are consolidating approved records to be picked up for the Annual Destruction Day, records of different types can be placed in the same box.

**Place multiple labels on the box.** For every Record Series you include on the box, there needs to be a fully filled out [label](file:///Q%3A%5CTraining%20Documents%5CRecords%20Management%5CRecords%20Box%20Label.docx). This is very important! If you combine records series into a single box, you must properly label the box.
4. My box has protected data (HIPAA, FERPA, etc.). Is that okay?

**Yes.** Just be sure to close and seal the box to keep the data protected!
5. Still have questions?

**That’s ok!** Reach out to us at recordsretention@mtsu.edu and we’ll be happy to help!