

Archive Boxes

- All boxes must have lids. (We will not pick up if there are no lids.)
- Boxes should be 10" x 12" x 15" (Try Staples Advantage item #478887 – see below)
- No Pendaflex files or 3-ring binders.
- Manila folders, papers, post-its, binder and paper clips are ok.
- Each box must have a Property Control Archival Storage Form attached.
- Keep a “master” list of your archives so if you need to come and pull a file, we can easily locate the box for you.

https://www.staplesadvantage.com/shop/StplShowItem?rdrKeyword=478887&singlepage=true&cid=&catalogId=4&item_id=51827441&langId=-1¤tSKUNbr=478887&storeId=10101&itemType=1

Bankers Box® Stor/File™ Basic Duty Storage Box with Lift-Off Lid, Letter/Legal, 12/carton



Staples Item # 478887 | MFR Item #00703

Brand Name/Manufacturer: Bankers Box

★★★★★ (76)



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