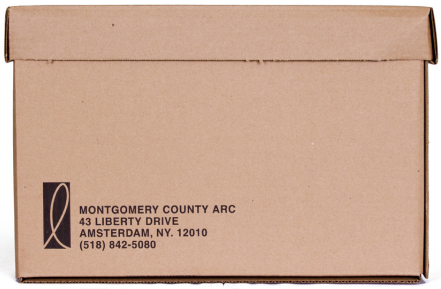
Preparing Records For Shipment To The State Records Center

In this handout we will show you how to palletize and label your boxes for shipment of your agencies records.



- Use heavy corrugated brown boxes
- Boxes are under State Contract through NYSID
- Phone: (518) 463-9706
- Website: https://shop.nysid.org/

- Do not overfill boxes - No overflow
- Lids should properly fit
- No binders or hanging folders

- Place barcode beneath handle on the short end of box
- Write agency number, transfer list number and box number directly on the box
- Use dark bold marker

Acceptable pallet sizes:
- 42″ x 42″
- 40″ x 48″

Palletizing Boxes

Using the interlocking pinwheel stacking method for palletizing boxes:

Step 1

Place the heaviest boxes on the bottom layer with labels facing outward.

Step 2

Put the next two boxes on the pallet, with barcodes facing out, adjacent to first two (keeping them tight together).

Step 3

Place two more boxes with barcodes facing out adjacent to boxes 3 and 4 (keeping them tight).

Step 4

Place the last two boxes on bottom layer with barcodes out, adjacent to the first two on the pallet (again making sure the “square” is tight).

Step 5

Start next layer with the next heaviest boxes, rotate starting boxes one quarter of a turn (with barcodes facing out) to interlock the pallet.

Step 6

Place next two on that layer adjacent to the first two of the layer (keep the boxes tight together) with barcodes out (should be offset to first layer to inter lock the pallet).

Step 7

Put next two on the second layer (barcodes out) adjacent to the previous two, keeping boxes tight to interlock layer.

Step 8

Put final two boxes on second layer

Step 9

Continue to build pallets 5 to 6 (40-48 boxes) layers high using the interlocking pinwheel stacking method, rotating each layer ¼ turn from the one before (rows 1, 3, and 5 would face the same way and rows 2, 4, and 6 are the same). Notice how each layer is "offset" to interlock.

Step 10

After boxes are stacked, secure, and standalone, wrap the containers with stretch-wrap to secure them during transit. You may obtain stretch-wrap from your mailroom or through your purchasing unit.