

**RECORDS MANAGEMENT DEPARTMENT
THE UNIVERSITY OF TENNESSEE**

PICK-UP REGULATIONS

For storage and destruction, give adequate notice for scheduling pickup time.

STORAGE

1. Use only records center boxes.
2. Ensure that the box:
 - a. is properly assembled
 - b. is properly packed, i.e., not too tight, not too heavy, not underpacked
 - c. is in good condition, and not ripped, damp, or mildewed.
3. Store loose papers in folders.
4. Do not store books, journals, or other personal/professional items.
5. Do not pack hanging file holders. Remove records from hanging file folders and place in standard manila file folders.
6. Complete a worksheet.

DESTRUCTION

1. All white confidential or sensitive information should be recycled. Records Management will destroy other material. This includes carbons, ncr type paper, non-white paper, and labels.
2. Package material in boxes not to exceed 28" x 10" x 11". (Copy paper boxes are ideal.) Close the box.
3. Prepare a destruction form or office memorandum authorizing destruction, either typed or written in black ink.
4. Dean, director or department head must sign form or memo.