Please refer to the box assembly instructions below before you begin transferring your files into Records Center boxes.

**IMPORTANT**
Boxes that have been improperly assembled will be refused by the State Records Center and returned to you. Because these boxes need to be stacked on top of one another, it is important that they are assembled correctly, so they do not collapse under pressure.

**Box Assembly Instructions**

- Press opposite ends of the box inward.

- Fold the side flaps down and across the bottom in numerical order to reinforce the bottom of the box. This prevents the bottom of the box from falling out. Flaps must cover the bottom of the box.

- Fold the side flaps of the lid at perforations, fold the front flap of the lid to lock in the side flaps.