

SENTRY STORAGE CORP.

SECURE RECORDS MANAGEMENT AND DESTRUCTION

8440 Eastgate Ct. San Diego, Ca 92121

Phone: (858) 554-1800 Fax: (858) 458-9831

www.SentryRecordStorage.com

Storage Restrictions and Guidelines

The following is an outline of standard storage options. Stored Material falling outside of these guidelines will be subject to approval and will be charged non-standard rental fees.

Standard Record Carton: A standard box measures approximately 10" x 12" x 15", commonly known as a "banker's box". Boxes are required to have closed lids and open handles. Boxes created from copier paper boxes will not be accepted.

Standard Print Carton: Prints can be stored in boxes or rolls; print bags are not considered standard. Boxes or rolls must measure no wider than 6" in diameter and no taller than 48". Both ends must be sealed.

Standard X Ray Carton: X Ray box measurements vary, but are approximately 15" x 6" x 20".

All of these cartons are available from our office, please refer to the Service Schedule for pricing

Barcode Assignment

~ If your company has chosen complete inventory management, this section does not apply ~

Barcodes are pre-assigned to each client. Each sheet of barcodes contains 16 barcodes and corresponding reference stickers¹. When a box is ready to be stored, the barcode sticker should be placed on the short end of the box below the handle. For prints, barcode should be placed at the short end of the box or roll. If the short end is too small, please place barcode as close to the end as possible. Please make sure that there is only one barcode on each item. The most common mistake is putting one barcode on each end of the same box.

★ 30LB MAXIMUM WEIGHT LIMIT ON ALL STANDARD CARTONS ★

****IMPORTANT NOTE**** Boxes which are packed too tightly may split their seams and/or tear their handles. In addition, over-stuffed boxes will be considered non-transportable and will not be picked up from your facility. Please remember that each box is moved four times before it comes to rest in our warehouse. Any boxes that cannot withstand the handling will be re-boxed at the clients' expense.

¹ The smaller barcode number next to the box bar code on your sheets is to help you keep track of you inventory. Place it at the top of the contents list for the corresponding box.