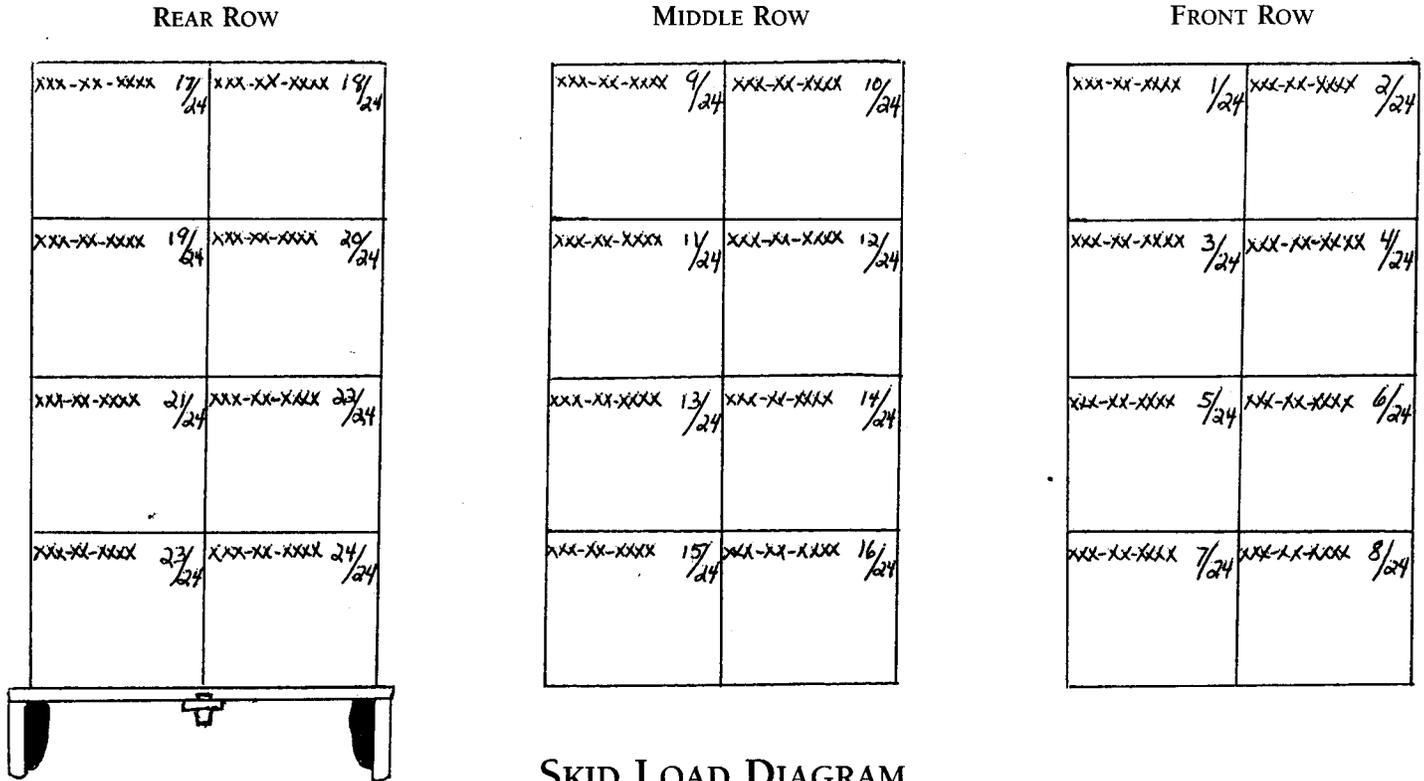


TRANSFER, WITHDRAWAL AND DESTRUCTION OF RECORDS  
 AT THE WASHINGTON NATIONAL RECORDS CENTER

SAMPLE OF A PROPERLY LOADED SKID



INSTRUCTIONS

1. Load skids with highest box number on rear (over wheels) bottom, and build the rows vertically as shown in the diagram. All boxes should be numbered as shown.
2. All boxes should face forward (jack hookup point).
3. Security-classified records should not be on the same skid as unclassified records. Nor should refiles be on the same skid with new accessions.
4. When records are boxed before skids are available, keep boxes in numerical order so they can be loaded on skids properly.
5. Failure to load skids properly will be cause for the Center to refuse the records.

TRANSFER, WITHDRAWAL AND DESTRUCTION OF RECORDS  
 AT THE WASHINGTON NATIONAL RECORDS CENTER

SAMPLE OF A PROPERLY LOADED PALLET

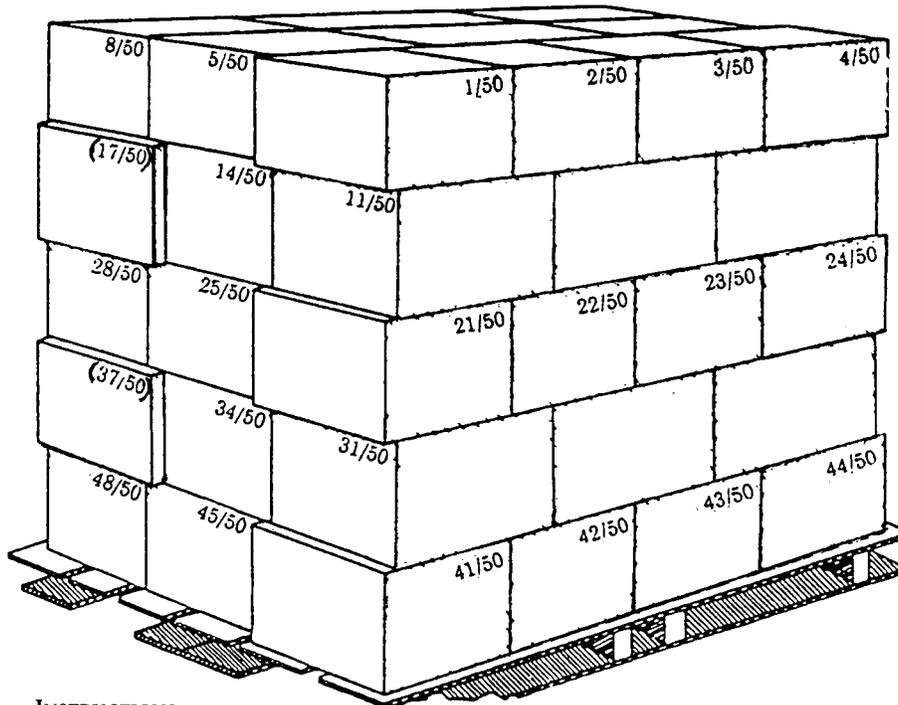
EXAMPLE OF PROPERLY STACKED PALLET  
 SHOWING AGENCY BOX NUMBERS

8th	9th	10th	
5th	6th	7th	
Box # 1	2nd	3rd	4th

Top View of Top Row

17th	18th	19th	20th
14th	15th	16th	
11th	12th	13th	

Top View of Second Row



INSTRUCTIONS

1. Face the boxes as shown in diagram.
2. Stacking pattern for palletized records is 10 standard records center cartons per row, 5 rows per pallet, 50 cartons per pallet. Box 50 is in the bottom row, and box 1 is in the top row.
3. Four boxes on each row are placed perpendicular to the rest of the boxes in that row.
4. Numbered end not facing the front of the pallet should face right.
5. When records are boxed before pallets are available, keep the boxes in numerical order so they can be loaded on pallets properly.
6. Failure to load pallets properly will be cause for the Center to refuse the records.
7. Pallets should be banded with steel, plastic, or cord strapping before shipping.