

Record Storage Policies and Procedures

Earhart Hall - 3100 Washington Blvd; St. Louis, MO 63103

Revised – 12/20/2023

Proper usage of Earhart Hall’s Record Storage Facility, requires each person or department wishing to utilize the storage, to adhere to the following instructions:

Please note, if you fail to follow the specified instructions, we will not be able to pick up your boxes.

Box Size

Standard size 10x12x15 inch banker boxes ONLY (any color)



No hanging file folders or Binders, paper clips, binder clips, rubber bands and supplies inside the boxes

ONLY FOR FILES (can use manilla folders)

Box Label

The label should be printed (or handwritten NEATLY) & securely attached to the front of the box on the **top of left or center side below the lid.**

Each box must be labeled with these 3 lines:

1 st Line – The unique code you assign.
2 nd Line – Department Name – Division
3 rd Line – Destruction Date

0323D297Box1
Facilities – Construction Services
DD: 03/1/2029

Sample label for Facilities Box #1 stored March 2023, destroy in March 1, 2029

Box Pickup

Submit Facilities Service Request for record box pickup.

Requesting Stored Boxes

Please submit Facilities Service Request to obtain previously stored box(es).

Box Destruction

The warehouse will automatically destroy boxes once the data of destruction is reached. The cost is \$5.00/box. A notice will be sent when you have boxes that are reaching destruction date. An ISD (Internal Service Delivery) will be sent to the department for destruction charges. If you have any questions or need assistance, please feel free to contact Mark Evans via email at mark.evans@slu.edu or call 977-2958 or sue.held.1@slu.edu or call 977-7179.