

Graebel Records Entry List

Instructions

The Records Entry List is an Excel file required for transfer of university records to offsite storage at Graebel. Box level entries are uploaded to an inventory that is accessible to authenticated Web users. To apply for a Windfall Web user account, please contact records@nova.edu.

Graebel ID LT. / Graebel ID PC. / Graebel Box ID

These fields record the nine digit Graebel barcode; please enter the number as follows:

- Graebel ID LT. – The six digit number on the barcode sticker (shared by all stickers in a set)
- Graebel ID PC. – The three digit number on the barcode sticker (serial numbers in a set)
- Graebel Box ID – A formula is set for this field to display all nine digits without a hyphen

Dept. Box ID

Enter an identification code that can be used in your department to identify boxes sent to storage. The ID can be in any format or simply *Box 1, Box 2, Box 3*, etc.

Description of Box Contents / Additional Description

Describe box contents as needed. Please use consistent spelling and abbreviations in these fields.

Oldest Record Date / Newest Record Date

Enter the dates of the oldest and newest records in the box. If you do not know an exact month or day, use the first day of the month or year as appropriate. Format examples: 1/1/2001 or 6/15/2005.

Division or College

Enter the appropriate acronym for your division or college. If applicable, please use the NSU Interoffice Code list at <http://www.nova.edu/mail/depcodes.html>.

Department Name

Enter the name of the appropriate department or center. Please use consistent spelling and abbreviation in this field for all shipments to Graebel.

Username / Requestor Name

Identify the primary person who will make requests to Graebel for offsite records. To request a username for Graebel's Windfall Inventory System, email records@nova.edu.

Cost Center

Enter the six-digit organization code used in Ariba to identify your department / cost center. This number is used to bill data storage costs via journal entry and to assign Web user rights in the records inventory system. Graebel work orders will not be processed without a cost center number.

Box Preparation Instructions – Graebel

1. Remove inactive records from active files on an annual basis or as needed.
2. Do not remove active records that are necessary for regular operations.
3. Maintain the order in which records were originally filed, keeping records in original alphabetical or numerical order and separated by year.
4. Place records in an approved storage box. Send a Graebel work order to records@nova.edu to request boxes.
5. Affix the Graebel barcode label to the front of the box.
 - a. Do not place the barcode label on the top or longer sides of the box.
 - b. Do not place multiple barcodes on a single box. If a box is barcoded, even if the sticker is different in appearance than the current barcodes, do not replace the sticker.
 - c. Send a Graebel work order to records@nova.edu to request barcodes.
6. The **Dept. Box ID** and **Division or College** must be legible on the front of the box, beneath the barcode label. Either print this information in permanent marker or place a label on the box.
 - a. If printing labels is preferred over writing on the boxes, a large shipping label—like Avery 5168, 3.5"x5," or Avery 05454, 4"x6," can be used.
 - b. Labels should be printed with large, clear type and placed near the barcode label.
7. The description and date range for box contents must be included on the Records Entry Listing Form and should be included on the box or box label as space allows.
8. Box level entries are held in the vendor inventory system. File and document level inventories must be maintained in a central location in the department or center and copied to records@nova.edu when boxes are transferred to offsite storage.
9. The following are general guidelines for box preparation:
 - a. Records should be packed in 1.2 cubic foot records storage boxes with a lid.
 - b. Place files vertically in box, as in a file drawer: Do not lay folders flat. Do not stack loose paper in box.
 - c. Place letter-size files across the shorter span of the box and legal-size files across the longer span of the box.
 - d. File folders or accordion files should be used in place of 3-ring binders or hanging folders. Do not hang folders from the edges of the box.
 - e. Do not combine records with different disposal dates. All records in a box should be eligible for disposal at the same time.
 - f. Do not over-fill boxes. Limit records box load to 50 pounds.
 - g. Leave enough room in boxes (approximately 1 inch) so that records may be easily removed when necessary and box may be securely closed.
 - h. Do not send partially filled boxes to storage since they are more easily crushed under the weight of full boxes.
10. When boxes are ready for pickup, complete the Graebel Work Order Form and submit along with the Records Entry List to records@nova.edu.