

Document Storage Instructions

These steps should be followed when storing all documents including books, videos, and other similar items. **Advance** approval is required before any items are brought over to the warehouse to ensure adequate storage space is available. Please email Ray Bolen at rayb@usca.edu

1. Label all boxes with department name, phone number, contact person (s) name, content of boxes and a storage expiration date.
2. If transport of boxes is needed, complete a work order request for Custodial Services to pick up boxes to remove from your area and to deliver to the warehouse.

Work Order Request Form

3. The warehouse will inform the department one month before the expiration date for further instructions.
4. If you are expecting a large order, and know that you cannot supply storage for it in your department, please notify the warehouse know in advance in order to create storage space for your items.