

# 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](mailto: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.