

# ACCESS RECORDS STORAGE BARCODE PROCEDURE

1. **Place barcode on bottom right corner of box.**
2. Input description of box on attached form.
3. Be careful of allotted spaces for each field on form. Extra letters will be truncated.
4. Be sure to put department ID# on form at top if you have one.
5. Reports are broken down by Company, Department, Media Type, then either date range or sequence range depending on your type of input.
6. Media type is very important in that it makes it easier to find correct box off of printed report. Example is: AP97, Pay97, Drawings, Acc97, ect.The field has 9 spaces.
7. Make copy of form after completion, one copy for you and one to go with boxes at pickup.
8. Place barcodes on form in sequence from top to bottom do not skip barcodes.
9. Sequence range can be alpha or numeric or a combination but must be logical sequence.
10. Be concise and thorough in filling out form, as it will make it easier to find your data later.

