



SUBJECT: RETENTION POLICIES AND SCHEDULES	DATE EFFECTIVE: 5/12/80	☐ NEW ISSUE ☒ REVISED	REPLACES: DATE: 10/6/78
SUB-SUBJECT: FACILITY CLOSINGS - STORE	DISTRIBUTION: ALL MANUALS		

SHIPPING ADVICE

For security reasons, shipment of records must be carefully monitored.
It is preferred that such shipments not be intermixed with other shipments
carried by common or contract carriers -- there is too great a risk of loss.

NOTIFICATION

The Manager - Records Management, Cleveland must be promptly notified of
the storage site for the closed store's records.

0007-SWP-038658

N25326



CORPORATE RECORDS MANAGEMENT MANUAL

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Corporate Offices and Midwestern Plant
1789 Norwood Avenue
Itasca, Illinois 60143
(312) 893-1600

Western Plant:
1354 South Claudina Street
Anaheim, California 92805
(714) 772-2033

Southeastern Plant
125 Villanova Drive, S.W.
Atlanta, Georgia 30336
(404) 349-7940

Eastern Plant
South River-Cranbury Road
Cranbury, New Jersey 08512
(609) 655-3000

Southwestern Plant
4721 McEwen Road,
Dallas, Texas 75240
(214) 661-9345

Canadian Plant
(Division of Fellowes Manufacturing
of Canada Ltd.)
222 Superfest Road
Toronto, Ontario M3J 2M3
(416) 661-3921

- United Kingdom Plant
(Division of Fellowes Manufacturing
(U.K.) Limited)
Doncaster Road, Kirk Sandall Industrial Estate
Doncaster, South Yorkshire DN3 1HT
0302-884566

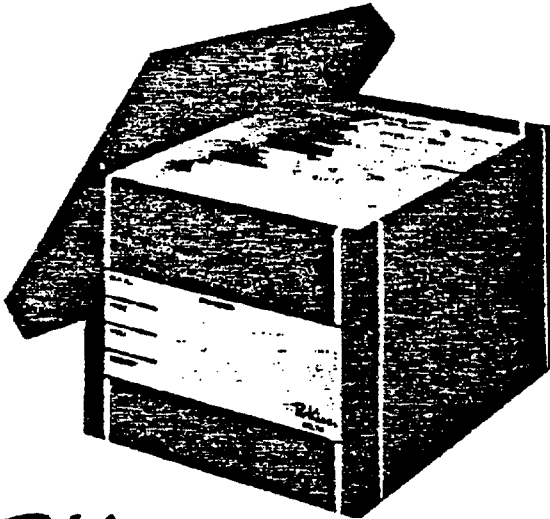
BB BANKERS BOX
records storage systems

RECEIVED
JUN 11 1980
RECORDS MGMT.

0007-SWP-038659

0007-SWP-000121040

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R-Kive, with Lift Off Lid

The Handy File That HOLDS LETTER OR LEGAL SIZE RECORDS! The two most popular record sizes—"letter and legal"—can be economically stored in this one convenient file. Maybe that's why R-KIVE is becoming one of the most popular files on the market today.

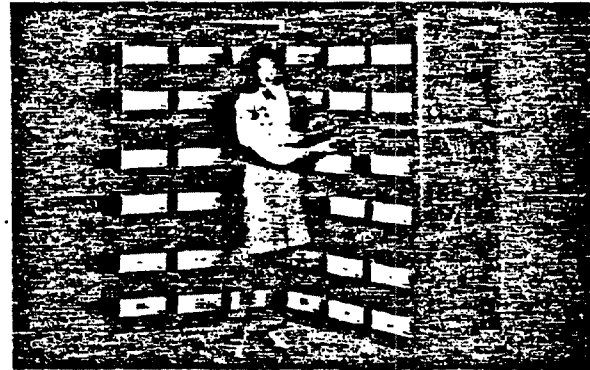
IT'S RUGGED AND BUILT TO LAST. R-KIVE Files are strong. Three thicknesses of corrugated fibreboard on front and back give R-KIVE "last-a-lifetime" construction. Smooth, rolled edges prevent paper cuts and give R-KIVE that "finished look".

IT'S PRETTY TOO! The R-KIVE File is so attractive, that many people use it in the front office or at home. But whether R-KIVE is used in a plush environment or a basement records center, it always adds a touch of class.

R-KIVE IS HANDY! This practical file can be used for dozens of storage applications at the office or at home. It is lightweight and R-KIVE's tote handles make it easy to carry.

R-KIVE #725 File can be used:

- As a records keeper or storage box for home or office.
- For auxiliary filing.
- As a car or trunk file for literature, papers, catalogues, etc.
- In school for books, papers, clothes, etc.



R-KIVE Files can be used with your existing steel shelving or Bankers Box's #1530 shelving unit (above) to form a records center. See page 49 for complete details on steel shelving. See below for details on R-KIVE's BONUS Storage Units.

One cubic foot of letter or legal records fit into R-KIVE.



Construction

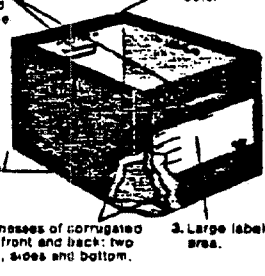
1. Tote handles on front and back provide easy portability.

2. Rolled edges prevent paper cuts.

3. Woodgrain styling with black trim.

4. Three thicknesses of corrugated fibreboard, front and back; two thicknesses, sides and bottom.

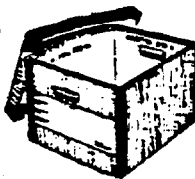
5. Large labeling area.



Stock Number	Kind. of Records	Inside Dimensions W. H. L.	Units Per Carton
725	Letter/Legal	12" x 10" x 15"	12

R-Kive FILE

(pages 20-21)



A handy file that holds letter or legal size records. R-KIVE #725 can be used for a variety of applications in home, school, or office.

- Constructed of rugged corrugated fibreboard, R-KIVE files are ideal for storage use on steel shelving.
- Lift off lid provides dust-proof protection.
- Contemporary walnut woodgrain styling adds a touch of class.
- Convenient tote handles and lightweight construction make files easy to carry.

Stock Number	Inside Dimensions	List Price Ch. Ea.	Net Price Ch. Ea.
725	12" x 10" x 15"	\$2.36	\$2.18

Packed 12 per carton
For Sales Shipping, see page 7.



Seek quantity prices.

0007-SWP-038660

0007-SWP-000121041



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PAIGE RECORDS FILES (complete with covers)

All Dimensions are Inside Dimensions.
Prices Effective January 1, 1980

No. 16	No. 17	No. 24	No. 31	No. 32	No. 33	No. 8	No. 34	No. 35
MIRACLE BOX 12Wx15Lx10H	MIRACLE BOX 13Wx17Lx14H	MIRACLE BOX 12Wx24Lx10H	RECORD-liner 12Wx15Lx10H	RECORD-liner 8Wx15Lx3H	RECORD-liner 9Wx24Lx4H	RECORD-liner 19Wx15Lx7H	SCOTTY-BOX 12Wx15Lx10H	SCOTTY-BOX 12Wx15Lx10H
in cartons of 25	in cartons of 20	in cartons of 20	in cartons of 25	in cartons of 50	in cartons of 50	in cartons of 50	in cartons of 25	in cartons of 25
Quantity Each	Quantity Each	Quantity Each	Quantity Each	Quantity Each	Quantity Each	Quantity Each	Quantity Each	Quantity Each
min 50 \$1.64 100 1.43 250 1.34 500 1.17 1000 1.03	min 60 \$2.12 100 1.89 250 1.78 500 1.57 1000 1.46	min 60 \$2.19 100 1.99 250 1.87 500 1.68 1000 1.56	min 50 \$1.36 100 1.18 250 1.07 500 .95 1000 .84	min 50 \$1.19 100 1.09 250 1.02 500 .91 1000 .79	min 50 \$1.29 100 1.19 250 1.12 500 1.01 1000 .89	min 50 \$1.31 100 1.21 250 1.14 500 1.03 1000 .91	min 50 \$1.04 100 .85 250 .79 500 .75 1000 .67	min 50 \$1.02 100 .83 250 .77 500 .73 1000 .65

(separate cover) (attached cover)

PHONE OR WRITE FOR PRICES
ON QUANTITIES OVER 1,000Material: 200# Test Corrugated Fibreboard • Packed in Master Cartons • Trucking Charges Collect
F.O.B. Closest factory - New York, N.Y. Newark, N.J. Union Ill. San Francisco, Calif. • Terms 1% 10, net 30 daysCOMPANY NAME _____ ORDER NO. _____
STREET _____ DEPT. _____
CITY _____ STATE _____ ZIP CODE _____
ORDERED BY _____ TITLE _____**Shipping Offers**
CNo. 16 \$18.00 CNo. 32 \$16.00
CNo. 17 21.00 CNo. 33 15.00
CNo. 24 25.00 CNo. 8 14.00
CNo. 31 16.00 CNo. 34 11.00
CNo. 35 11.00
*No Shipping Charges

THE PAIGE COMPANY • 432 Park Avenue South, New York, N.Y. 10016 • Telephone 212-679-6626

0007-SWP-038661

0007-SWP-000121042

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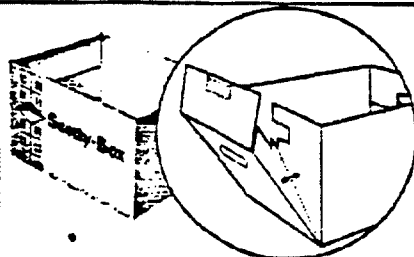
At JCPenney,
RECORD-tainers
serve in day-to-day
handling operations

At JCPenney,
RECORD-tainers
serve in day-to-day
handling operations

At Long Island Trust
Scotty Box on
shelving.

All Paige Boxes Have These Features.

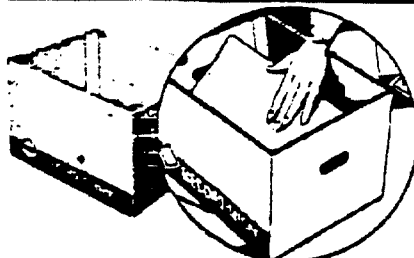
- All are unique, patented, exclusive.
- All are made of 200# test corrugated fibreboard.
- All are packed in master cartons of 200# test corrugated fibreboard.
- All have separate covers — no need to remove from shelf to retrieve the contents.
- All in stock at Eastern, Central and Western factories for immediate shipping.
- Special sizes made to order.



Paige Scotty-Box

Inside measurements when the file is set up
No. 34.....Letter-Legal Size 12" Wide x 15" Long x 10" High
letter-size papers are filed on the 12-inch side
legal papers are filed on the 15-inch side

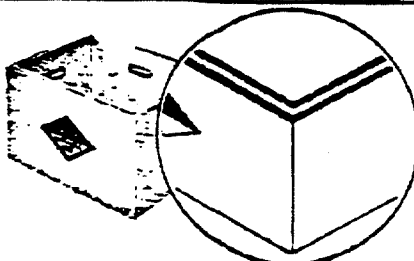
Detail shows the unique triple-reinforced handgrips that withstand constant use.



Paige RECORD-tainer

Inside measurements when the file is set up
No. 31.....Letter-Legal Size 12" Wide x 15" Long x 10" High
No. 32.....Microfilm Size 8 1/4" Wide x 15" Long x 3 1/2" High
No. 33.....Check Size 9 1/2" Wide x 24" Long x 4 1/4" High
No. B.....Invoice Size 9 1/2" Wide x 15" Long x 7 1/2" High

Detail shows floor that snaps into place; smooth well-supported floor that cannot "fall thru".



Paige Miracle Box

Inside measurements when the file is set up
No. 15.....Letter-Legal Size 12" Wide x 15" Long x 10" High
No. 17.....Computer Printout Size 13" Wide x 17" Long x 1 1/4" High
No. 24.....Full-drawer Size 12" Wide x 24" Long x 10" High
three additional sizes for transporting, day-to-day handling, and general storage
No. 18.....is 12" Wide x 18" Long x 8" High
No. 21.....is 14" Wide x 21 1/2" Long x 13" High
No. 22.....is 13 1/2" Wide x 22 1/2" Long x 7" High

Detail shows continuous double walls and corners that provide strength and durability

0007-SWP-038662

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☒ NEW ISSUE

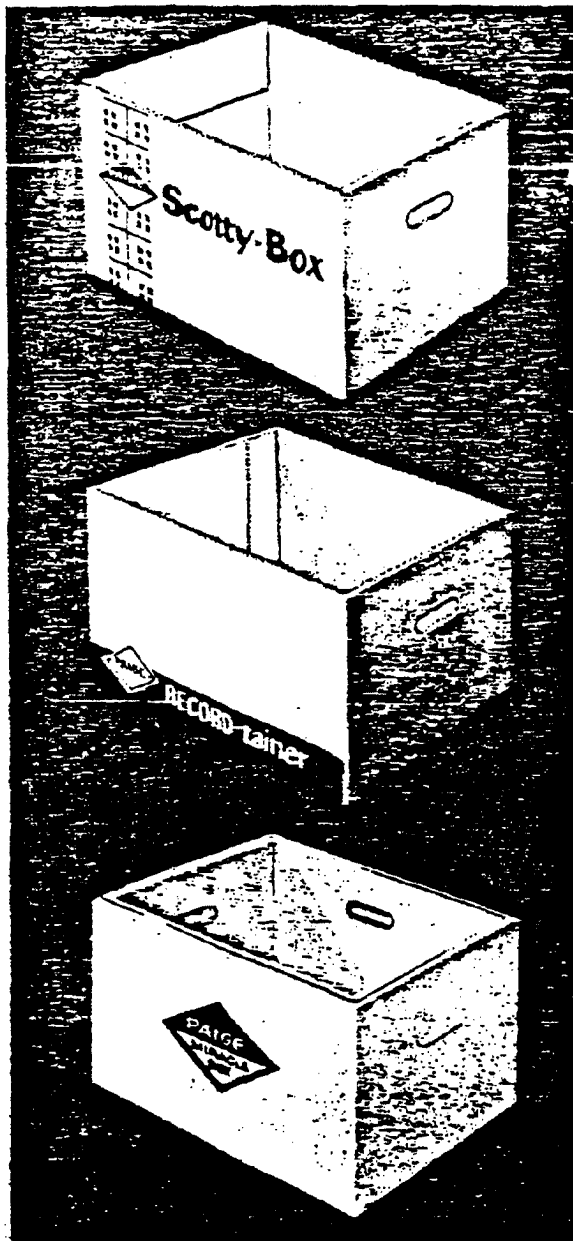
☐ REVISED

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Paige Scotty-Box

SCOTTY-Box™ is a strong new corrugated file at an unbelievably low price. It's easy and fast to set up because we pre-fold it for you before packing in master cartons. Triple reinforced hand-grips resist wear-and-tear from constant handling. Smooth well-supported floor never "falls thru". Serviceable in innumerable procedures and conditions because it is durable and inexpensive. The patented construction of Scotty Box provides a sturdy piece of equipment for tight budgets.

Made in letter-legal size, with cover. See back page for specifications.

*Patented

Takes Too long to assemble.

Paige RECORD-tainer *

RECORD-tainer™ is the only single-walled box in the world that has a reinforced floor and sets up *automatically*. It's a completely finished file when you get it, not a do-it-yourself project. Folds flat in one motion when emptied and sets up just as quickly for re-use. So easy to handle that everybody likes working with it, yet rugged enough for heavy-duty service. RECORD-tainer comes in letter-legal size and in shallower sizes especially designed for

- ☐ check-size documents
- ☐ receipts and tag cards
- ☐ bills of lading and invoices
- ☐ policies and stock certificates

Good

Made in four sizes, with covers. See back page for specifications.

*Patented, Trade Mark Registered

Paige Miracle Box

Miracle Box™ is the double-walled double-cornered, double-floored file with last forever strength. Never warps or splits or buckles. Miracle Box sets up INSTANTLY, AUTOMATICALLY. Experienced Records Administrators call it "one of a kind" and Management likes Miracle Box because it lasts for years without replacement. Miracle Box is so durable it obsoletes metal-trimmed stacked-up corrugated drawers (their metal frames warp and then the drawers won't budge) and old-fashioned transfer files (the metal handles come off) and it costs a fraction of their prices.

Made in six sizes, with covers. See back page for specifications.

*Patented, Trade Mark Registered.

Excellent-but costly.

0007-SWP-038663

0007-SWP-000121044