

To archive, you need to fill the archive boxes with the appropriate files, please remember that contract administration should have all of the originally signed contracts, change orders and other legally binding documents (they will archive these separately so you really don't have to archive the job copies). Once the boxes are full, fill out the labels completely and photocopy the all the labels on one sheet (it's best to fill out a full page, if possible and then photocopy). Forward the photocopies and all back up to Linda Barnhart for processing. Boxes of current jobs will be kept on-site (Mukilteo office) for one year and then sent to off-site storage for the duration of 9 years.

What the label looks like:

BOX #: _____

DATE BOX SUBMITTED: _____

BASIC DESCRIPTION: _____

FILE DESCRIPTION: _____

DESTROY DATE: _____

BOX PACKED BY: _____

DEPARTMENT: _____

What should be on the label:

BOX #: This is a number you get from Linda Barnhart

DATE BOX SUBMITTED: This the date the box is archived/Today's date

BASIC DESCRIPTION: This is the major description such as:

JOB 3900 – Washoe Medical Center

FILE DESCRIPTION: This is what is in that particular box such as:

Submittals, Correspondence files; In/Out, RFI Logs, etc.

(if you need to attach a sheet then do so and write in this space see attached sheet

DESTROY DATE: This is always 10 years 3/2017

BOX PACKED BY: The person that packed the box

DEPARTMENT: This for you will be: Project Management