



### **Box transfer instructions**

Please follow these steps to transfer boxes to the Salt Lake County Archives:

1. Order the boxes from Office Depot Business, <https://www.odpbusiness.com>. They are item #285052. You must enter this item number into the “search” box to locate the correct one.
2. Call Salt Lake County Facilities at **385-468-0361** and order the labels for the boxes. Just ask for Records Center box labels.
3. After you have boxed up the records and attached box labels to each box, fill out a records transfer form.
4. Once the transfer forms are complete, please send them to Karri Krattley at [kkrattley@slco.org](mailto:kkrattley@slco.org) or Darrell Passey at [dpassey@slco.org](mailto:dpassey@slco.org) and we will arrange for the boxes to be picked up.

Questions? Contact Darrell Passey at 80822, or Karri Krattley at 80816.