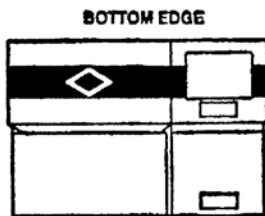


Use Easy-Fold Paige Miracle Boxes for Offsite Storage

Records Management and the Building and Administrative Service Center (BASC) are happy to provide your department heavy-duty boxes for offsite storage.

- Boxes are very easy to assemble
- No cost to your department
- Very neutral pH means safer long-term document storage
- Double walled construction – crush resistant

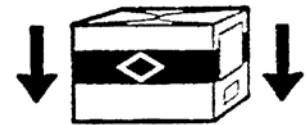
HOW TO SET UP THE PAIGE MIRACLE BOX - Order using iRequest or contact WMC



- 1 STAND BOX ON FLOOR WITH BOTTOM EDGE UP



- 2 OPEN AND SQUARE UP - PLACE HANDS ON TOP PANEL AS SHOWN



- 3 SLOWLY PRESS DOWN ALL THE WAY UNTIL INNER AND OUTER WALLS ARE FLUSH

Order empty boxes and barcodes from the Work Management Center via iRequest

- <https://ucop.edu/building-administrative-services/index.html>
- Select Offsite Storage as the *Service Needed*.
- Work Management Center (510) 987-0600
- Records Management (510) 987-0399
- records@ucop.edu

Please use only for Iron Mountain offsite storage.