**ARCHIVING**

* The School uses Restore for offsite archiving.
* Archive boxes can be ordered from Lyreco item ref: 2.795.316.
* The section will also need barcode stickers to stick on the boxes for scanning (available from Rachael McGuire r.e.maguire@lse.ac.uk).
* Records should be kept of all items which are sent to archives. These are held centrally in SharePoint, each section has its own tab on the worksheet. If you are unable to access this, please ask the Office Manager to grant sharing rights with you.
* When the template has been filled in, please forward to Rachel Maguire R.E.Maguire@lse.ac.uk and ask her to arrange a collection by Restore.

**Archiving instructions from Rachael McGuire.**

I need a spreadsheet listing the contents of the boxes with their barcode numbers before I can organise pick up.

If you need barcodes, I can send them. They come in sheets of 12. If you order too many, you can keep the other bar codes for another time or send them back to me, whichever suits you best.

Regards,

Rachael