

# Document Storage Request

This page documents the process for preparing documents for archiving. In order to archive documents, organize the boxes according to record series and academic year. Records are usually then organized thereunder by course number. For example, **Box 1: Examinations, AY2017-2018, PHY 101 – PHY 102**; **Box 2: Examinations, AY2017-2018, PHY 201 – PHY 202**; etc. Once organized, email [phyadmin@syr.edu](mailto:phyadmin@syr.edu) and let us know so we can pick them up and put them in storage.