

## Where to Purchase Archival Boxes and Folders

This is a quick list of the places to purchase archival boxes and folders as discussed in our event, "Archival Storage 101." The CLA exclusively purchases boxes and folders from Hollinger Metal Edge, but we have purchased items from University Products and Gaylord Archival and our experiences are always positive.

As a reminder: the options below should be seen as the best-case scenario. If you cannot afford these, we highly recommend buying your standard cardboard boxes from places like Home Depot, Lowes, Amazon, your local hardware store, or any other place that sells boxes.

### **Hollinger Metal Edge:** <https://www.hollingermetaledge.com/>

- Standard Box: <https://www.hollingermetaledge.com/standard-record-storage-cartons-detached-lids/>
  - We buy the white boxes, which is part # 10760. You are welcome to buy them in tan and gray, but they are more expensive.
- Folders: <https://www.hollingermetaledge.com/reinforced-1-full-tab-file-folders/>
  - Letter Size Folders: part #911LF
  - Legal Size Folders: part #914LF
  - You can get the folders in Dark or Light Tan, there is no price difference. The CLA uses the Light Tan

### **University Products:** <https://www.universityproducts.com/>

- Standard Box: <https://www.universityproducts.com/perma-cor-b-flute-corrugated-bulk-storage-cartons.html>
  - Item #613-0775 to purchase 5
  - Item #613-0725 to purchase 25
- Folders: <https://www.universityproducts.com/manuscript-folders.html>
  - Letter Size Folders: item #701-1913
  - Legal Size Folders: item #701-1915

**Gaylord Archival:** <https://www.gaylord.com/>

- Standard Box (Part #: RC121510): <https://www.gaylord.com/Preservation/Document-Preservation/Record-Storage-Cartons/Gaylord-Archival%26%23174%3B-Blue-Classic-Record-Storage-Carton-with-Handholds/p/RC121510>
- Folders
  - Letter Size Folders: <https://www.gaylord.com/Preservation/Document-Preservation/Folders/Gaylord-Archival%26%23174%3B-Classic-Full-1%22-Tab-Letter-Size-File-Folders-%28100-Pack%29/p/F9111>
  - Legal Size Folders: <https://www.gaylord.com/Preservation/Document-Preservation/Folders/Gaylord-Archival%26%23174%3B-Classic-Full-1%22-Tab-Legal-Size-File-Folders-%28100-Pack%29/p/F9114>

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