

BUYING GUIDE Record Storage

Storage Boxes vs. Storage Drawers? What is right for you?



HERE IS A SIMPLE FORMULA TO HELP YOU DECIDE:

FIRST—determine how often you will access the contents.

SECOND—determine how much space you have for storage.

THIRD—select the style that best fits your needs.

STORAGE DRAWER SYSTEMS ARE IDEAL IF YOU:

Have limited storage space.

Need easy and frequent access to files.

Need fast file retrieval.

STORAGE BOX SYSTEMS ARE IDEAL IF YOU:

Have ample storage space (with or without shelves).

Require infrequent access to files.

Are moving files off-site.

Have specialty storage needs.

SELECT THE STYLE THAT'S BEST FOR YOUR SECURITY AND ACCESSIBILITY NEEDS



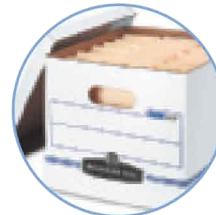
PULL-OUT DRAWER

Pull handle delivers smooth opening and closing for easy, frequent access.



STRING & BUTTON

Maximum security closure keeps drawers or boxes secure, even if overturned.



LIFT-OFF LID

Provides easy file access to storage boxes. Choose locking lids for more secure storage.



ATTACHED FLIP-TOP LID

Hinged design on storage boxes prevents lid loss.

CHOOSING THE RIGHT DRAWER

The stronger the drawers, the higher they can be stacked and the more space you will save:

MAXIMUM SPACE-SAVING

Maximum space savings stacks up to ten drawers high.

EXTRA SPACE-SAVING

Extra space savings stacks up to seven drawers high.

BASIC SPACE-SAVING

Basic space savings stacks up to two drawers high.

CHOOSING THE RIGHT STORAGE BOX

Strength determines stackability and accessibility—the stronger the box, the longer it lasts and the more it withstands frequent file access and handling:

MAXIMUM STRENGTH

Maximum Strength—750-950 lbs. stacking strength.

- Frequent file retrieval (4x per year or more).
- Heaviest use and highest stacking options.

EXTRA STRENGTH

Extra Strength—500-700 lbs. stacking strength.

- File retrieval of 2x per year or less (every six months).
- Moderate use and medium stacking options.

BASIC STRENGTH

Basic Strength—300-600 lbs. stacking strength.

- File retrieval of once per year or less.
- Light-duty use and lower stacking options.