

# RECORDS MANAGEMENT SERVICES

## PURCHASE GUIDE - WHERE TO BUY ARCHIVES SUPPLIES

The following vendor is the source for "Archives" boxes and forms:

Juniper Valley Products  
State Forms Center  
4999 Oakland St.  
Denver, CO 80239  
Tel.: (303)370-2165 or 800-685-7891 in state

The "Archives" box is specially constructed to meet specifications required for storing records at the State Archives. They are reinforced for strength; and the size allows for storage of legal and letter size folders. They are shipped flat (unassembled) and in packs of ten. Please contact the Juniper Valley Products for current prices.

Stock Number	Unit	Description
615-82-59-9543	Each	Records Management Manual Higher Education Agencies
615-82-59-9871	Each	Records Management Manual All State Agencies Except Higher Education
130-01-59-0010	Pack/10	"Archives" box
395-59-05-1949	Each	Records Disposition Schedule
395-59-01-1281	Each	Storage Carton Label
395-59-01-0317	Each	Certificate of Disposal
395-59-01-0424	Each	Record Inventory Report