Tip 041:
Removing a P-Folder from an Offsite Box

Primary Audience: Information Managers
Purpose: Sometimes a closed Offsite Accession box will need to be opened so that a reactivated p-folder can be removed from it. This is a permanent removal or reactivation from storage.

In order to open a closed Offsite box, you will need to remove its Date Closed.

To do this:

1. Locate and select the closed box in the List Pane.
2. Right click on it, select Details and then Dates.

![Diagram showing the process to remove a P-Folder from an Offsite Box]
3. On the **Record Dates** popup, select **Date Closed** and clear the date in the field.

4. Click **OK**.

To remove the P-Folder from the closed box:

1. Locate and select the folder in the List Pane.
2. Right click on it, select **Locations** and then **Container (Folder/Box)**.
3. In the Record Container (Folder/Box) popup, select Remove Permanently From container (folder/box).

4. In the New home field, enter a new home for the folder, select one from the dropdown, or click the blue folder icon to search for and select one.

5. Click OK.

Close the box again:
1. Locate and select the box in the List Pane.
2. Right click on it, select Details and then Dates.
3. On the Record Dates popup, select Date Closed and enter today’s date.
4. Click OK.