

TRANSFER OF RECORDS

Before transferring records to the Archives, a records survey of the entire office is strongly advised by the University Archives and Records Management Program. General information on the records survey may be found in the records survey section.

Records must be transferred in standard one cubic- foot boxes, preferably acid-free. The UARMP has a limited supply of boxes, which may be requested for the transfer of records to either the archives or inactive records center. Boxes must have lids. **DO NOT USE BANKERS BOXES, WHICH ARE DESIGNED TO HOLD THE CONTENT OF AN ENTIRE FILE DRAWER.** Usually, approximately 2/3 of a file drawer will fit into a one cubic-foot box.

1. Fill boxes from front to back, keeping material in original order. For records arranged chronologically, the earliest records should be in front. If records are arranged alphabetically, place "A" in front. If records require more than one box, number boxes in order.
2. Prepare a list of box contents, which includes the number of the box and the title of each folder as written on the label. Attach the list to the records transfer form, and send it as an email attachment to the University Archives and Records Management Program within 30 days.
3. Complete a Records Transfer Form. This form is available in the Appendix and from the University Archives and Records Management Program.
4. Call the UARMP at x3731, and notify them that a transfer is in process.
5. Deliver material to the archives through interdepartmental moves by calling the Physical Plant and following normal work-order procedures. Records transfers of less than 15 boxes may be done through University Archives if staffing permits. Materials may also be delivered to the University Archives, when prior arrangements have been made with the University Archivist.

*Upon receipt, the University Archives and Records Management Program staff will assign an accession number to each group of materials. This number will consist of three parts: the initials of the Records Center (RC), the year of accession, and the number of the accession as it is received in consecutive order for that year. For example, the 18th accession received in 2002 will have an accession number RC-2002-18. The originating office will receive notification of receipt of the material in the form of a copy of the inventory with accession number. Keep receipts on file for later retrieval of material. Archival boxes will not have numbers.