

# GUIDE TO TRANSFERRING RECORDS

Thank you for contacting the Office of Records Management at the Msgr. William Noé Field Archives and Special Collections Center. We offer a safe, economical way to store inactive records. This is intended to guide and aid you in transferring your records to the Office of Records Management.

## Contact Records Management

The first step in transferring your records is to contact the Office of Records Management. You can contact the office at 973-275-2063 or by e-mailing me at iannacle@shu.edu. When you make contact I will be looking for three basic pieces of information. I will want to know how many boxes of records you would like to transfer, what kind of records you would like to transfer, and when you would like to transfer them. Once I have that information I will discuss it with the Records Manager, and we will determine the feasibility of the transfer. Once we have determined the feasibility, I will contact you to inform you of our decision. If we give you the go ahead, you will need to prepare the records to be transferred. Prior to the transfer, the contact person and their alternate will need to examine the Records Retention Schedule (RRS) for their area and ensure that it exists and that it is accurate, comprehensive, and current. If you do not have an RRS or it is not current we will need to update it.

## Update the Records Retention Schedule

In order to update the Records Retention Schedule for your area you must do the following: Examine the RRS for your area; if you do not have a copy, and an RRS was created, I can provide you with one. Create a comprehensive list of all of the records that your area generates, using the RRS as a guide. Your list should include all files that your area generates, including but not limited to budget files, student records, certification records, etc. Once the list is compiled, retention periods need to be assigned to each record. There are two categories of periods. The first is for frequently used or active records – records that will be stored in your area. The second is for infrequently used or inactive records – records that will be stored in **Records Management**<sup>1</sup>. The majority of the records will never be transferred to Records Management. Once the records have been listed and retention periods assigned, please send the list to Records Management. The Records Manager will examine it. If it is approved we will formally change the Records Retention Schedule for your area. Before finalizing the RRS we will establish the contact person for your area and his or her alternate.

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<sup>1</sup> All inactive records will be transferred to Records Management, not to Archives. The University Archivist will determine the archival value of each record once it is in Records Management.

## **Prepare the Boxes**

After we give you the go ahead you need to pack the records in boxes. We can only accept the “banker’s boxes”, those with the dimensions of 12W x 15L x 10H, which we can supply to you. It will be necessary for you to come to the Office of Records Management to pick the boxes up, as you are responsible for moving them. The boxes will be given to you disassembled; the actual box, and the lid to the box will be two separate pieces. You will have to assemble the boxes yourself. Please follow the assembly directions printed on the box.

The directions show one how to maximize the structural efficiency of the box. Incorrectly or incompletely folded boxes will quickly fall apart. If you think you have a fully assembled box, and there are flaps left over you have done something wrong – your records will be covered by the lid of the box, not left over flaps.

After you have finished assembling the boxes you need to load them with your records. At this point in time your department still needs the records, and presumably will for a number of years. The records just are not used as frequently as they once were. Therefore you will need to load the boxes in such a manner that enables files to be located and retrieved at a future time. The records should be in a common logical order vis-à-vis chronological, alphabetical, numerical, alphanumerical, etc. The order you choose should be consistent through each individual box and through the entire series of boxes, in a word the records should be orderly. Boxes should contain only records of a similar nature and with the same disposition date. Each box should only contain one record type as listed on your record retention schedule.

After the boxes are loaded with the records, the boxes need to be labeled. Use the supplied labels. Provide the information requested on the labels. Be sure to include the disposition date on the label. Place the labels on the long side of the box, where it can be seen. Do not place labels in the following places: on the lid, on the ends (short side of the box), in a place where the lid of the box will cover it.

## **Prepare the Records Transfer Memo**

After you have packed and labeled the boxes you need to fill out the Records Transfer Memo. Please provide all of the information requested. The “Name” is either the contact person or their alternate – no other name will be accepted. Use multiple forms if necessary. The box should have a general description that is used on both the box label and the Records Transfer Memo. Along with the general description of the box, you must list the record entry on the RRS with which the contents corresponds. Along with the general description, attach a list with the contents (each record) in the box to the form. The list should be either typed or printed neatly.

**The label on the box must match the contents of the box, which must match the Records Transfer Memo.**

Boxes should be full, or close to full, but not over packed. Files should never be stacked on top of each other. Files should be placed vertically in the box, running the length of the box. The box should be worthy of the space that it takes up. If you cannot come close to filling a box, you do not have enough records to transfer.

We will follow the Records Retention Schedule for your area. This includes, but is not limited to, accepting boxes. We cannot take the chance that we will be burdened with records that you do not want and will not pay to dispose of. The records we accept from your area must be listed in the Records Retention Schedule; remember you must indicate which item on the schedule corresponds with the records you are transferring. We cannot take records before their active period has expired.

### **Transfer the Boxes**

Once the boxes are loaded, the labels are attached, and the RTM is completed contact us to schedule a mutually convenient time to transfer the boxes to Records Management. Oftentimes we will want to come to your office to examine the records prior to the transfer. Your department is responsible for moving the boxes to Records Management. If your department is unable to move the boxes, arrangements can be made with Facilities Engineering to move them move the boxes for you.

**Never send boxes to us without previously scheduling a time to do so.**

### **Your Responsibilities**

The department named as the originating department on the Records Transfer Memo is responsible for its records – this includes financial responsibility. The originating department is the contact department for those records. If at any point in time while we are storing records originating from that department; the department is abolished, amalgamated, changes names, or otherwise ceases to exist as is stated on the Records Retention Schedule and on the Records Transfer Memo, that department must inform us immediately and must accept the boxes should we decide to return them.

### **Records Management Contact Information**

The heretofore mentioned is an introduction and a guide to the process of transferring records to the Office of Records Management. The Office of Records Management is open Monday through Friday from 9:30 to 5:30. If you have any questions or concerns, please contact me at 973-275-2063 or at iannacle@shu.edu. Thank you.