GUIDE TO TRANSFERRING RECORDS

Welcome to the Office of Record 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 using our services.

Contact Records Management

The first step in transferring your records is to contact the Office of Record Management. You can contact the office at 973-761-9476 or by e-mailing recordsmgmt@shu.edu. When you make contact we will be looking for three basic pieces of information:

- How many boxes of records you would like to transfer
- What kind of records you would like to transfer
- When you would like to transfer them

The number of boxes we can accept will depend on the space available within the Record Management storage area. 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. Boxes will not be accepted from departments without RRS.

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, we 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 Record Management. The majority of the records will never be transferred. Once the records have been listed and retention periods assigned, please send the list to Record Management. If it is approved we will formally change the Records Retention Schedule for your area. A contact person for your area and an alternate will also be established.

We will follow the Records Retention Schedule for your area. This includes, but is not limited to, accepting boxes. The records we accept from your area must fit into a type listed in the Records Retention Schedule. We cannot take records before their active period has expired.

Prepare the 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 Record Management to pick the boxes up, as you are responsible for moving them.

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.

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1 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.
The records should be in a common logical order vis-à-vis chronological, alphabetical, numerical, etc. The order you choose should be consistent through each individual box and through the entire series of boxes. The records should be orderly, arranged in such a manner that enables files to be located and retrieved at a future time. Boxes should contain only records of a similar nature and with the same disposition date.

**Permanent records should not be boxed with records that can be destroyed.**

After the boxes are loaded with the records, the boxes need to be labeled. Use the supplied labels. Provide the information requested. The label on the box must match the contents of the box, which must match the Records Transfer Memo.

**Prepare the Records Transfer Memo**

After you have packed and labeled the boxes you need to fill out the Records Transfer Memo, which will provide a summary of the boxes shipped. Please provide all of the information requested. 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.

**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.

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

**Your Responsibilities**

The originating department is responsible for its records – this includes financial responsibility relating to the cost of microfilming, digitization (if necessary) and destruction. The originating department is the contact department for those records, and they cannot be accessed by other departments without approval. If at any point in time while we are storing records a 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.

**File Requests**

If you find that you need a file that has been archived, just call or email and we can retrieve it for you. It is best if you can provide the file name, date of transfer and other pertinent information (such as student ID number, dates of employment/enrollment). Files must be picked up from the Archives and signed for. We prefer not to send files via interoffice mail.

**Records Management Contact Information**

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 973-761-9476 or at recordsmgmt@shu.edu. Thank you.