

Procedure for Transferring Permanent Records to Archives

1. Boxes will be provided for you to use in packing permanent records.
2. Create a list of the contents of each archival box as it is filled using the attached form. The box contents can be general in nature and should include the series title (i.e., Education Reference Files, 2000, A-L).
3. Place a copy of the list inside of the box and hold a copy to be given to archives staff..
4. Write a number (in pencil) on the outside of each box and place that same number on the two copies of the list of contents. Create the number by including the name of your office/division and then a chronological number (Policy - Education – 1).
5. If you have any indexes, guides, or other tools to assist in using the records being transferred, please provide a copy of these items with the records. These will be incorporated into our finding aids which assist patrons with use of the records.

Date

AGENCY:

DIVISION:

Series Title for Records:

Schedule #:

Box #:

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Box Contents