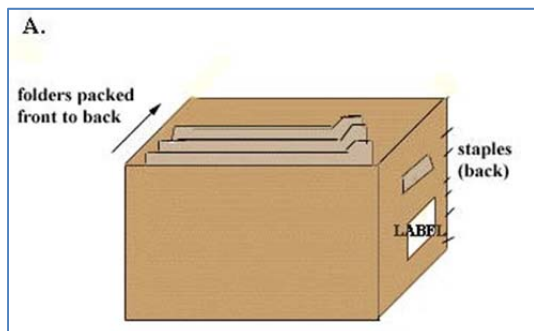


INSTRUCTIONS FOR BOXING RECORDS FOR TRANSFER

When you are ready to transfer records, **contact the university archivist** to ensure that the material is appropriate for permanent retention and to review any applicable records retention schedule that would govern management of the records. If the material has not been approved by the university archivist, it may be returned to your office. It is also important to note that free archival boxes will be provided for transfer if the archivist is consulted in advance.

Procedure for transfer:

- To assemble the boxes provided by the University Archives, turn the box upside down and push down.
- Fold the edges of the box lid at scored lines and insert tabs into slots.
- Records should be put in boxes in the order in which they were kept in filing cabinets.
- Fill boxes with files as though the files were legal size. See diagram A.
- Keeping the box staples on your right, affix label to the short side of the box. See diagram A.
- Inventory files in the box on the label. Attach a separate sheet as needed. See diagram B.
- Number box labels in the order they were filled. See diagram B.
- A **printed folder listing** of the records and a **signed transfer form** should accompany the boxes.
- It is your responsibility to arrange for moving of boxes to the Archives. Call Physical Plant to arrange for them to deliver.
- If you have any questions please call the university archivist at extension 4268.



B.

Name of unit

List of records series:

- Correspondence, 1983-1985 (5 folders)
- Calendar, 1983-1985 (5 vols.)
- Topical files, 1983-1985
- A-M (10 folders)

1 Box number