

DePaul University Archives - Records Transfer Procedures

For questions contact Andrea Bainbridge, University Archivist
(773) 325-1746, abainbri@depaul.edu

Step 1: Prepare Paper* Records for Transfer

- a. Use standard record cartons for transferring records.
- b. When placing files in cartons, leave them in the **same order** that they were in within your filing cabinet or on your shelf.
- c. Leave files in their original folders or binders, unless files are in hanging folders with metal “arms.” Please place these files in regular manila folders.
- d. Fill one box completely before using another one. Use paper to separate different categories of records: for example, after filing meeting minutes in the box, insert a blank piece of paper before placing annual reports in the same box.
- e. If you are transferring multiple boxes, provide each box with a unique number.
- f. Attach a label to **each box** with the following information, or contact the Archivist for a label template.

From: [Department/Office Name]
[Name of person who packed and is sending boxes]
To: **3rd floor of the LPC Library; University Archives**
Box #: [number of this box] of: [total number of boxes]
Date sent:

*If you have electronic files you need to transfer to the Archives, please contact the University Archivist.

Step 2: Fill Out Transfer Form

Records received without proper documentation may be refused by the Archives.

- a. Provide all information requested on the form, including contact information and information about your records, and Disposition Preference, highlighted in red.
- b. Whenever possible, provide a list of all files within each box, including date ranges for each file.
- c. Place one copy of the Records Transfer Form in the first box of your transfer.
- d. Make a copy of the full transfer form for your own records.

DePaul University Archives - Records Transfer Procedures (cont.)

Step 5: Arrange for physical transfer of boxes to University Archives

- a. Records in boxes can be sent through Inter Campus Mail when Distribution Services picks up your departmental mail.
- b. If you have a large quantity of boxes and Distribution Services will not pick them up, please submit a work order to Facility Operations to move the boxes to University Archives. List the number of boxes and their destination on the work order.

Step 6: Notify University Archives

- a. When boxes have been picked up for delivery to University Archives, send an email, with a copy of the transmittal form and list of contents to: Andrea Bainbridge at abainbri@depaul.edu.

DePaul University Archives - Records Transfer Form

1. Place records in boxes according to the Records Transfer Instructions.
2. Complete all fields below, as well as the folder list on page 2. Records received without proper documentation may be refused by the Archives.
3. **Make one copy of all pages and place in Box 1 of records being transferred;** retain a copy for your own records.
4. Arrange for physical transfer of the records and notify University Archives; (773) 325-1746; abainbri@depaul.edu.

College, Division, Department, or Office: Department of Bluedemonology

Records sent by:

Name: John Q. DePaul

Position Title: Professor/Department Chair

e-mail address: jdepaul@depaul.edu

Phone: x51746

Department Location: JTR, 314

Brief Description of Records:

Department of Bluedemonology files that include minutes from department meetings, minutes of strategic planning committee, student survey files, and departmental newsletters.

Number of Boxes: 3

Date boxes sent to Archives: March 1, 2013

Disposition Preference – **REQUIRED – records may be rejected if left blank**

If the Archives declines any of the records in this transfer, the Archivist should:

A) Dispose of the records.

B) Notify me at the email address above, and return the records to me.

For University Archives Use

Archives Staff: _____

Date Received: _____

Number of boxes received _____

Accession # _____

DePaul University Archives - Records Transfer Form

Please provide us with information about your records, as in the examples below. Consult our Records Transfer Instructions for help in preparing your records for transfer.

Box/Folder Nos.	Box/Folder Contents
<i>Box 1</i>	<i>Departmental meeting minutes, 1993-2000 (16 folders); annual reports, 1995-2002(8 folders)</i>
<i>Box 2</i>	<i>Strategic Planning (see folder listing below)</i>
	<i>Ad Hoc Strategic Planning Committee minutes, April-June 2010</i>
	<i>Ad Hoc Strategic Planning Committee Minutes, July – Sept. 2010</i>
	<i>Ad Hoc Strategic Planning Committee Minutes, Oct. – Dec. 2010</i>
	Survey of department’s graduating seniors (survey questions) - 1995
	Anonymous responses to senior survey (3 folders) - 1995
	Survey data analysis - 1995
	Survey of department’s graduating seniors (survey questions) - 1996
	Survey of department’s graduating seniors (survey questions) - 1997
	Anonymous responses to senior survey (3 folders) - 1997
	Survey data analysis - 1997
	Survey of department’s graduating seniors (survey questions) - 1999
	Anonymous responses to senior survey (3 folders) - 1999
	Survey data analysis - 1999
Box 3	Departmental monthly newsletter – 1999-2010 (12 folders)
	Quarterly Alumni newsletter – 2007-2010 (4 folders)