



DePaul University Archives Records Transfer Procedures

Step 1: Determine if Records Should be Sent to Archives

DePaul University Archives can only accept those records listed on the DePaul Records Management Records Retention Schedule with the disposition "Transfer to University Archives." There are additional guidelines included in the University Archives Collecting policy.

Contact the University Archives at 773-325-1746 or abainbri@depaul.edu if you have questions about transferring materials or if you are unsure if your materials should be transferred.

Step 2: Fill Out Transfer Form

1. Fill in all the information requested on the form, including the name of your department or administrative office, your name, email address, phone number, and a brief description of the records.
2. The description should include a list of the records being transferred and include the date span of all materials.
3. Include a list of files or boxes that you are transferring.
4. Make copies of the list for your own files. The box and folder list is needed by the transferring department as well as University Archives. Without the list, neither you nor the University Archives will have a record of exactly what has been transferred. You will need that information in case there is any need to access the records prior to final processing by University Archives.

EXAMPLE: Chancellor's Office Correspondence, 1984-1994 Box 1 - A-AR Admissions Alumni Annual Reports Architects	EXAMPLE: Dean' Office Correspondence, 1990-92 Box 1 A-E Box 2 F-L Box 3 M-S Box 4 T-Z
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Step 3: Box Records

1. Office files should be transferred to the Archives as they have been arranged in use, since their organization reflects the functions and activities of the office that created the records.
2. Fill the boxes from front to back. For records arranged chronologically, put the earliest records in the front and fill toward the back; for records arranged alphabetically, put the beginning of the alphabet in the front and fill toward the back.
3. You may include more than one category of records per box; just keep each category together. Separate different categories with a sheet of paper. Please do not separate the categories into their own boxes; each box should be filled.
4. Do not remove records from the manila file folders in which they are housed in your filing cabinet. However, for files in hanging files with metal hooks, replace them with standard file folders. Records in hanging files will not fit in boxes without doing damage to the paper, and will not be retained in Archives. They are expensive and should be reused.
5. Place the records in cartons that have the following dimensions: W=12" X L=15" X 10"; standard bankers' boxes are the correct size. Boxes must have lids and handles. Do not use other sizes or types of boxes as they may not fit on Archives shelving and may be too heavy and awkward for staff to lift.
6. If you have odd size items that do not fit into the cartons, contact Andrea Bainbridge, abainbri@depaul.edu, or at ext. 51746.

Step 4: Prepare Boxes for transfer

1. Include a copy of the transmittal form in Box 1.
2. When all the records have been removed from the filing cabinets and boxed, number the boxes consecutively on the narrow side of the box (the side with the handle). If you have 4 boxes, number the first box "1 of 4", the second box "2 of 4", etc.
3. Use the following format to label the boxes:

From: [Department/Office Name]
[Name of person who packed and is sending boxes]
To: University Archives Richardson Library, Room 314
Box #:[number of this box] of: [total number of boxes]
Date sent:

4. Affix the label on the narrow side of the box (the side with the handle).

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

1. Records in boxes can be sent through Inter Campus Mail when Distribution Services picks up your departmental mail. Address the boxes with this exact phrase: “**3rd floor of the LPC Library; University Archives.**”
2. 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.
3. 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.

Step 6: Acknowledgement of Receipt of materials

1. Once the boxes have been received in University Archives, they will be accessioned.
2. You will receive a copy of the accession form with an identifying number, listing number of boxes and date received.
3. Retain this accession form and number for future inquiries as to the status and content of the records for any inquiries regarding the files prior to the time the records are processed and publically available for use.