

# Transfer of Records--Procedures



## UNIVERSITY ARCHIVES

The purpose of the University Archives is to ensure the long-term preservation of source materials documenting the policies and history of Georgia State University. The Archives also accepts, on a limited basis, selected records for temporary storage and administrative reference use.

Follow these procedures to transfer records to the Archives:

- 1) An office, college, or department interested in transferring records to the University Archives contacts the University Archivist, briefly describes the records, and requests a transfer form. If the records seem to be appropriate for transfer, the University Archivist provides a transfer form and archival storage boxes.
- 2) Box records as they are filed in your file cabinet, and number the boxes consecutively. Make a complete folder title listing of the contents of each box. Include box numbers on the folder title listings. Label boxes with the name of your office.
- 3) Complete the Request for Transfer form. Include the name of your college and department (or office), the number of boxes to be transferred, and a brief description of your files and the dates they cover.
- 4) Specify conditions of access if some of the records you are transferring need to be restricted to comply with legislative or regulatory provisions for privacy. (Example: "Access to Boxes 6-7 is only by written permission of the Dean of the College.")
- 5) Send the transfer form and attached folder listing to the University Archives for review. The University Archivist will notify you if the Request for Transfer is

approved. Arrangements can then be made with the Plant Department to deliver boxes to the University Archives. A copy of the folder listing should also be provided to University Archives in electronic format (Microsoft Word).

- 6) Records accessioned by the Archives may be consulted in the Special Collections Department reading room or checked out on a temporary basis by the office that created them. A telephone call, identifying the needed file by number and title, made in advance of a visit, speeds reference service.
- 7) Records which have no long-term administrative or archival value will be destroyed. The office that transfers records should suggest a date for destruction. (For example, financial records kept for audits are often destroyed in seven years.) No records will be destroyed without prior written notification by the Archives.