

Procedures for Transfer of University Records to Archives

The purpose of the University Archives is to ensure the long-term preservation of physical and digital materials documenting the policies and history of Georgia State University.

Follow these procedures to transfer records to the Archives:

1. Review “Records Collected for University Archives” and assess whether your records fit within the scope of the University Archives.
2. Contact the University Archivist. Identify the office, college, or department you represent and briefly describe the records you wish to transfer. Indicate whether the records are physical, electronic, or both.
3. Receive approval to proceed and a transfer form from the University Archivist. If you have physical records, the University Archivist will also provide boxes. If you have electronic records, the University Archivist will notify the Digital Preservation Archivist, who will contact you with further instructions.
4. For physical materials, including records on paper and removable media (e.g., VHS, DVD, CD, flash drive, floppy disk): Box records as they are filed in your file cabinet or on your shelves. Number the boxes consecutively and label them with the name of your office or department.
5. For electronic records not on removable media (e.g., on your computer’s hard drive or on a network server): Gather copies of all files into one location, making sure folder and file names are understandable and reflect the records’ actual use.
6. Fill out the inventory template as thoroughly as you can. Include, at minimum, a description of each box. A complete folder title listing is preferred.
7. Fill out the transfer form. 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.
8. Email the transfer form and inventory spreadsheet to the University Archives for review.
9. Once notified by the University Archivist that the transfer request is approved, send a signed hard copy of the transfer form to the University Archivist via campus mail.
10. In consultation with the University Archivist, arrange for the physical transfer for the records via campus mail or another means.
11. After your records have been accessioned, you may consult them in the Special Collections and Archives reading room. Calling or emailing in advance of a visit to identify the needed file by number and title will speed service. As staffing levels and the condition of the records allow, we can scan and deliver limited quantities of material electronically.

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