

DePaul University Archives - Records Transfer Procedures

For questions contact Special Collections and Archives
(773) 325-7864; archives@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 Special Collections and Archives.

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.

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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: Special Collections and Archives; archives@depaul.edu.