

## University Archives Records Transfer Instructions

### 1. PREPARE RECORDS FOR TRANSFER

- **Pack records in standard record carton boxes.**  
Place the files in boxes in the same order they were filed in your office. Leave files in their original folders or binders. Remove any hanging folders; place these materials in regular folders, and transcribe any labels from the hanging folders. Make sure boxes are completely filled before using another one.
- **Label each box.**  
Attach a label to the outside of each box with the following information:
  - From:** [Department/Office Name]  
[Contact Person]
  - To:** 3<sup>rd</sup> floor of the LPC Library; University Archives
  - Date:** [Date sent]
  - Box #:** [# of this box] of [total # of boxes]

### 2. COMPLETE RECORDS TRANSFER FORM

- **Fill out all of the fields on the form, sign and date it.**
- **Include a Box/Folder list.**  
If you are transferring more than one box of records, please complete page two of the form with an inventory of the files in each box, including date ranges for each folder. You may also attach a separate inventory.
- **Submit transfer paperwork to University Archives.**  
Send the completed form and Box/Folder list to [archives@depaul.edu](mailto:archives@depaul.edu)
- **Keep a copy of transfer paperwork for your own records.**

### 3. TRANSFER RECORDS TO UNIVERSITY ARCHIVES

- **Arrange for the physical transfer of the records.**  
Boxes can be sent to University Archives through Inter-Office Mail. If you have a large quantity of boxes, and Print & Mailing Services will not pick them up, please submit a work order to Facilities Operations to have the boxes moved to University Archives.

If you have questions or need further assistance, please contact Special Collections and Archives.

773-325-7864 / [archives@depaul.edu](mailto:archives@depaul.edu)