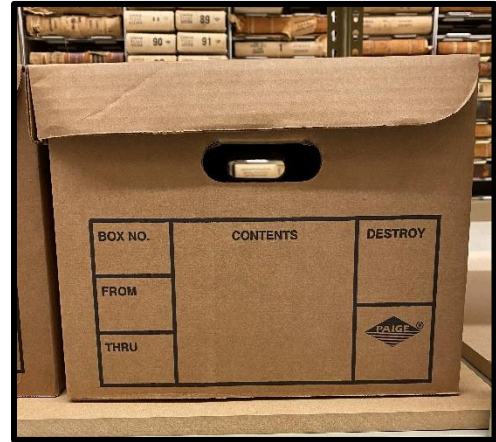


Transferring Records to the Records Center

Storing your records at the Records Center saves you valuable office space and protects the records of enduring historical value listed on your office's retention schedule. The records are stored and maintained in the Records Center in an environmentally controlled area using steel shelving and standardized storage container boxes.

Prior to transferring records to the Records Center, a Transfer Form (A-2) must be completed. This Transfer Form, along with an inventory list of all the records being transferred must accompany the records on the day of transfer.

All records being transferred to the County Records Center MUST be packed in the appropriate Record Center boxes (#801). This is for standardization, cost savings, and safety. *Exceptions are made only for maps, large bound books, and other such oversized materials.* It is recommended that you use this type of box for records you store in your own area as well. The #801 boxes allow for the efficient packing of letter-size or legal-size documents. Letter-size documents should be filed starting at the 12" end, and legal-size documents should be filed starting at the 15" end. These boxes will be provided by the Records Center upon request.



Please do not include hanging file folders, or three ring binders. Both can damage your records and the boxes, as well as take up excessive space. Remove the contents of binders and place them in clearly identified file folders or file pockets.

Record storage boxes should be packed as follows:

- Pack the boxes as if they were file drawers, in the same order in which they are maintained in your active files. All file folders should be facing in the same direction.
- Limit the contents of any box to a single record series, as itemized and described in your department/office's Record Retention Schedule.
- Leave 2 inches of space in each box to allow for the easy retrieval of files.
- Please do not over pack the box so that the lid does not go down firmly, or so the sides bulge. Over packed boxes will not fit on the shelves properly and can be hazardous due to weight.
- Please do not lay additional files on top of the packed files.
- Complete the Inventory Form (A-1) listing the contents of each box. Put the original inventory list on top of the files in the box and attach a copy to your department's Transfer Form. It is suggested for the department to keep a copy of the inventory list as well.
- Do not write on the box. The boxes can be reused in the future when records are ready for disposal. The Records Center staff will label the box upon arrival.