

Procedures for Preparing and Transferring Records

The ASC only accepts material determined by the archivist as having long-term historical value. It is preferred that material be properly boxed by your department prior to pick-up. This will often result in a faster transfer time. Boxes can be picked up by library personnel if scheduled in advance. Please plan accordingly.

1. Use the right boxes and folders. Please use boxes measuring 10"x12"x15". Boxes and folders are available for free from the archives, and can be delivered or picked up.
 - For letter-size files, 2 file drawers will require 3 boxes.
 - For legal-size files, 1 file drawer will require 2 boxes.
 - For oversized material, please contact the archivist with measurements
2. Box the records scheduled for transfer. The records will need to be boxed properly. Do not over-pack or under-pack the boxes. Ensure that the lid will fit properly.
 - A correctly packed box will have enough space to remove and replace a file folder easily, but not so much space that the folders fall or bend.
3. Maintain the filing arrangement of the records (i.e. alphabetical, numerical, chronological, by subject, by committee).
4. Keep the records in their original file folders and ensure that the files are clearly labeled; include span dates. (Example: Space Planning, 1983-1990).
5. Remove materials from ring binders and hanging folders and place in file folders.
 - Maintain the original order of the records.
 - Transfer information from the ring binders and hanging folders to the file folders.
 - If more than one folder is needed then label as, for example, "folder 1 of 2," "folder 2 of 2," etc.
6. Fill out a **Records Transfer Form** (PDF) and send to the ASC (laura.ugleanjackson@unco.edu) or with the transfer (only one form per transfer is necessary).
7. Clearly label the boxes with your department name and box number.
8. Do not send material identified above as being non-archival records.