



PROCEDURAL LEAFLET

TRANSFERRING TEMPORARY RECORDS TO THE STATE RECORDS CENTER

December 1996

The State Records Center provides storage and reference services for state agency records that have been approved by the State Records Commission for eventual destruction. These records must be retained to fulfill administrative, legal, and/or fiscal requirements prior to final disposition.

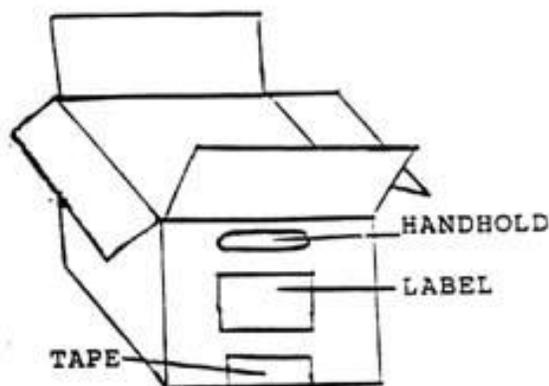
This leaflet explains procedures for transferring the temporary records of state agencies to the State Records Center. It is designed to accompany the "State Records Center Transmittal Form." (SRC-1). To transfer your agency's temporary records, please follow the steps below.

1. Inventory Records for Transfer

- You must first determine if the records are eligible for transfer to the State Records Center. Your agency must have an approved Records Disposition Authority, and a storage agreement with the Alabama Department of Archives and History (ADAH), in order to utilize the State Records Center's services. Staff of the agency should consult its approved agency Records Disposition Authority for records retention requirements. If you do not have an approved Records Disposition Authority, or need help in identifying your records for transfer, call the ADAH Government Records Division (334-242-4452). **The State Records Center accepts only records covered by an Interagency Records Storage Agreement. Neither general nor agency-specific records schedules may be used.** Records should only be transferred when they are no longer needed in the office on a regular basis.
- After identifying records eligible for transfer to the State Records Center, estimate the number of boxes you will need to pack and transfer the records. The State Records Center requires the use of specially designed boxes, 15" x 12" x 10" in size. Other types of boxes will not be accepted. Each box holds one cubic foot of records. For comparison, a letter-sized file drawer holds 1.5 cubic feet, and a legal-sized drawer holds 2 cubic feet. **Boxes, box labels (SRC-3), and rolls of adhesive tape may be ordered by calling the State Records Center at (334)242-4306.**

2. Pack the Records

- Assemble the boxes according to the instructions and diagram below:



- Fold the short bottom flaps toward the center.
- Fold the long bottom flaps over the short flaps.
- Place the tape over the flaps lengthwise on the box.
- Overlap the tape two or three inches along each side under the handholds.
- Put only one type of record with the same disposition date in each box.
- Place the records in the box vertically, and in the same order that they were kept in the office.
- Place letter-sized folders across the 12-inch side, facing the front of the box.
- Place legal-sized folders across the 15-inch side, facing the left side of the box.
- Do not over pack or force records into a box; leave at least one inch of space for ease of access.
- Close the tops of the boxes by simply overlapping the top flaps alternately. Do not tape the top closed.

3. Prepare the Box Label

- Box labels (Form SRC-3) may be ordered from the State Records Center by calling (334) 242-4306.
- Type the box label according to the instructions and diagram below:

Box Number 1	Location Number
Department <i>Office of the Attorney General</i>	Transmittal Number
Records Title <i>Purchase Orders (Purchasing)</i>	Contents 0001 - 1200
Date Span <i>FY 1989 - 1990</i>	Destruction Date 10/1993

SRC-3 (10/96)

- **Box Number:** Start with number 1 and number each box in the shipment
- **Department:** Name of your department.
- **Records Title:** Title of records as listed in the Records Disposition Authority. If the retention requirement is listed for a function, write the title of records with function's name in parenthesis. For example, if you want to transfer purchase orders, they should be listed as Purchase Orders (Purchasing).
- **Contents:** Beginning and ending record in each box.
- **Location Number:** LEAVE BLANK.
- **Transmittal Number:** LEAVE BLANK.
- **Date Span:** Beginning and ending dates of the records in each box.
- **Destruction Date:** Month and year the records are eligible for destruction as indicated in the Records Disposition Authority.
- Place the box label on each box in the center of the 12-inch side, underneath the handhold. The label has glue on the back. To attach, moisten the back and apply to the box.

4. Complete the State Records Center Transmittal Form

- A State Records Center Transmittal Form (SRC-1) may be obtained from the State Records Center by calling (334)242-4306, or you may copy the attached samples. You must complete a separate transmittal form for each type of temporary record listed in your Records Disposition Authority. **Note: You must also complete a separate transmittal form for the same records if they have a different destruction date.** Type the following information on the form:
 - **Department:** Name of your department.
 - **Division:** Name of your division.
 - **Address:** Mailing address of your agency.
 - **Agency Records Liaison:** Name of person with responsibility for storage and disposition of the agency's records.
 - **Telephone Number:** Telephone number of records liaison.
 - **Records Title:** Title of records as listed in the agency's Records Disposition Authority. If the RDA lists a retention requirement for a record that pertains to an agency function, write the title of the record with the function in parentheses.
 - **Destruction Date:** Month and year boxes are eligible for destruction.
 - **Total Volume:** Total number of boxes in the shipment.
 - **Box Number:** Sequence of boxes as listed on the box labels.
 - **Contents:** Beginning and ending record in each box.
 - **Date Span:** Beginning and ending dates for the record in each box.
 - **Location Number:** LEAVE BLANK.
- If your shipment is too large to list on a single sheet, use the State Records Center Transmittal Continuation Page (SRC-2) to complete the transmittal.
- Send the transmittal form to the address indicated at the top of the form. It will be reviewed by the State Records Center staff. **If the transmittal form is incomplete or inaccurate, it will be returned to the agency for correction.** If this is the first time your agency has transferred records to the State Records Center, a staff member will visit the agency to check the records prior to transfer. After approval, the records will be eligible for transfer.

5. Transfer the Records to the State Records Center

- The transferring agency will be contacted to arrange a convenient time for delivery of records. Arrangements may be made, if needed, for the State Records Center staff to pick up the records.
- After the records are transferred, the State Records Center staff will assign a location number to each box. Copies of the State Records Center Transmittal Form (SRC-1) will be returned to the agency, listing the box location numbers assigned. Be sure to keep the transmittal form as your record of the transfer, and refer to the location numbers when you request reference service from the State Records Center.

For further assistance please contact:

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