THE UNIVERSITY of ADELAIDE

Records Services Fact Sheet

Archiving Records

Instructions for transferring records to off-site storage

If you have records in your office that have been approved for transfer to off-site storage, there are strict requirements for processing them into the storage facility, as Records Services will not accept uncontrolled transfers.

This fact sheet will guide you through the preparation-transfer process.

First things first

If you haven't already, contact Records Services who will provide you with:

- an accession number to identify the transfer
- an appropriate number of boxes that **must** be used for off-site storage.
- an 'Archival box listing' spreadsheet to be completed prior to transfer.

Have on hand:

- instructions for assembling the boxes – see over page
- a pencil (please **do not** write in pen or marker on the archive boxes)
- string to bundle any loose documents.

Packing the boxes

- Ensure records are boxed in any existing annual, alphabetical or ID sequence.
- Records **must** be removed from lever arch folders or binders and securely bundled with string (not rubber bands, as these perish with time) before packing them into a box.
- Do not overfill boxes – once filled, you should be able to slide your hand in comfortably and close the lid easily without it bulging.
- Label boxes in pencil on the end with the lid hinged on the left.
- Include the accession number AND a sequential box number – Box 1, Box 2 and so on.

Filling out the spreadsheet

The box listing spreadsheet includes brief instructions on how to correctly enter the details of your records. These will be entered into the University's recordkeeping system to enable the records going into off-site storage to be identified and retrieved (if required).

Some basic principles to remember when completing the box listing spreadsheet:

- Descriptions must be accurate, specific and understandable (i.e. to people other than you).
- Acronyms and abbreviations in general should be expanded*, as over time they can lose their meaning or be applied to more than one topic.
- For **research data** include the project title and name of lead researcher in the description.

***** Unless they are commonplace expressions like 'EFTPOS', 'GST' etc.

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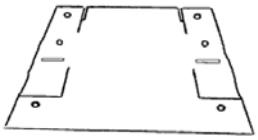
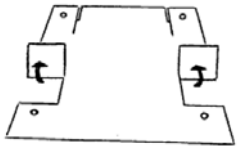
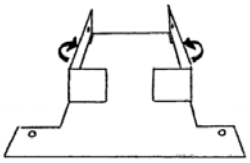
Assembling the boxes



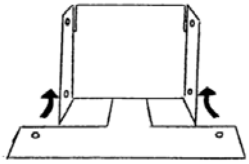
1. Lay cardboard printed side down and lid flap at the top.



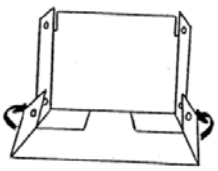
2. Fold centre flaps upwards.



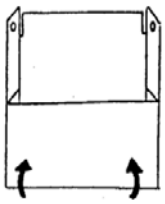
3. Holding centre flaps in place, raise sides.



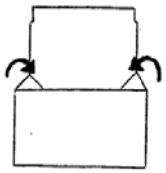
4. Holding centre flaps and sides in place, bend box 90° along crease so lid flap points to ceiling.



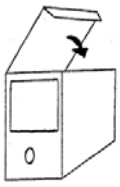
5. Fold side flaps towards each other.



6. While holding side flaps in place, bend lying-down flap up 90° so side flaps sit inside box and holes align.



7. Fold remaining side flaps inside box so ends clip into slots at bottom of box.



8. Fold lid along its creases into position.

What happens next

Email your completed spreadsheet to Records Services who will:

- arrange for the boxes to be collected
- after processing, return your spreadsheet with reference numbers included in case you need to refer to or retrieve them.

When the records reach their required disposal date, your area will be contacted for approval to dispose of the records.

For more information

- See our ‘Papers in Your Office’ guide: www.adelaide.edu.au/records/office-move/
- Read more about records disposal: www.adelaide.edu.au/records/services/disposal-schedule/
- Contact Records Services: records.services@adelaide.edu.au or 8313 5334 (Helpdesk)