**Transferring Records to the Archives and Corporate Records Unit**

**Contact ACRU to discuss your requirements** [acru@imperial.ac.uk](mailto:acru@imperial.ac.uk)

* Contact ACRU staff in the first instance to discuss requirements and agree transfer: [acru@imperial.ac.uk](mailto:acru@imperial.ac.uk) .
* **Use the Transferring Records to the Archives and Corporate Records Unit guideline** [TransferringRecordsACRU](http://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/records-and-archives/public/TransferringRecordsACRU.pdf) (PDF)
* The Office Depot code to use when ordering boxes through iProcurement/ICIS is 4875726.  They come in packs of ten.
* Storage of items not required frequently may be offsite. ACRU will organise the retrieval of any required records sent to offsite storage.
* Any costs incurred in the transfer of boxes to storage is the responsibility of the sending Department.
* Disposal of boxes (by shredding) will be organised by ACRU once they have reached the end of their retention period. Payment for the disposal costs incurred is the responsibility of the sending Department.
* When a specific transfer has been agreed, you will receive a unique transfer number.
* Please also list the items you are sending using the transfer form found in the [Records Management](https://www.imperial.ac.uk/admin-services/acru/recordsmanagement/) How to Transfer Records to the Archives and the Corporate Records Unit-
* If the material / boxes are transferred to storage by car / taxi please ensure that they are not left unattended at any time during transit.

**1. Packing boxes**

* The Office Depot code to use when ordering boxes through iProcurement/ICIS is 4875726.  They come in packs of ten.

Remove any unnecessary papers, see [Managing Your Records](https://www.imperial.ac.uk/admin-services/acru/recordsmanagement/managingyourrecords/)

* Use confidential waste disposal to discard of any material of a sensitive nature or containing personal details.
* Avoid placing items with differing dates of destruction in the same box
* Do not overfill the boxes – you have to be able to lift them, for guidance on safe lifting see [Principles of Safe Lifting Practice](https://www.imperial.ac.uk/safety/safety-by-topic/manual-handling/)
* Remove papers-clips, rubber bands, plastic wallets
* Remove Lever arch files, manila archive wallets, Plastic archive clips and place in labelled folders or use a cover sheet for each file.
* Tie together in bundles items that are too large to fit comfortably inside a box
* Do not use tape to fix the box together
* Complete a transfer form in order to provide a full description of the contents of the box/es. On occasion you may be requested to complete a transfer form for each box. Please photocopy extra sheets as required. Place a copy of the transfer form in Box 1 and send a copy to the ACRU.
* Write on the narrow end of the box the following details
  + transfer number (issued to you by ACRU)
  + box number (a running sequence starting with 1)
  + date of destruction (see below for explanation)
  + name of Department/Division and Section/Office to which the box/item belongs
  + brief description of the contents of the box

**2. Completing the Transfer Form**

**The form can be found at** [Records Management](https://www.imperial.ac.uk/admin-services/acru/recordsmanagement/)**How to Transfer Records to the archives and Corporate Records Unit**

* The **Department/Division** and **Section/Office** sections refer to where the records belong and from where they are being transferred. This is not necessarily the same as where they were originally created.
* Please indicate the original **Records Creator** if different.
* The **Contact Name** and **Ext** should refer to the person to whom the records belong, not necessarily the person listing them. Include your name in **Listed By** if this is different.
* Include the **Date** the form was completed
* The **Box Number** is a running number sequence starting at 1. This matches the number written on the outside of the box or folder
* If there is no destruction date (see below) and the files are for **Permanent Retention** tick this option.
* The **Transfer number** is the code allocated to you when you contacted the ACRU prior to packing and listing the boxes.

**Transfer form table:**

* The **Box Number/ Inventory ID** column is for the running box number allocated by you or for the inventory id taken from the ReMAS (Records Management and Archive Storage) database if applicable.
* The **Other Reference** refers to your department’s file references, should any be in use.
* The **Box Title or File Title or Description of Item** should be detailed enough to enable someone else, perhaps in several years’ time, to identify from your list the records they require (expand abbreviations etc).
* Include both the **Start date of record/s** and **End date of record/s**. If only one year is covered, put the date in the **End Date** column. This will then provide us with the covering dates of the material in that box or file.
* The **Destruction Date** refers to the year the records/box can be destroyed. Refer to the *College Retention Schedule* see [Imperial College Retention Schedule](https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/records-and-archives/public/RetentionSchedule.pdf) Using the Retention Schedule the destruction date is calculated by adding the number of years a file or box must be kept to the date of closure of the files inside.If you are unsure as to how long the records should be kept contact the ACRU.

For example:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Box Number/**  **Inventory ID** | **Other Reference** | **Box Title or File Title or Description of Item** | **Start Date** | **End Date** | **Destruction Date** |
| Box 1 |  | Expenses 0001 - 3000 | Aug 2004 | Sep 2004 | 06/04/2011 |

or

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Box Number/ Inventory ID** | **Other Reference** | **Box Title or File Title or Description of Item** | **Start Date** | **End Date** | **Destruction Date** |
| SCRT001234 | CONS1 | Contract between Joe Bloggs and Imperial College |  | 21/01/2004 | N/A |
| SCRT004321 |  | File relating to the sale of land known as Blah Park by Josephine Bloggs to Imperial College | 03/08/1999 | 16/08/1999 | Review 2015 |

**3. Completed forms**

* Photocopy the completed Transfer Form and place a copy into Box 1. If you have been asked to complete a Transfer Form for each box please put one copy into each relevant box, ensuring the box number matches that on the outside.
* Send a copy of any completed forms to the ACRU
* ACRU staff will check the box contents against your lists and add a location once the boxes are in storage. If you do have a copy of the ReMAS database, please update this at inventory level. In the **Details** screen state that the files have been transferred to the ACRU and note the date of transfer and the transfer number.