



University Libraries

Records Management Policies

records@ua.edu

[\(205\)348-0500](tel:(205)348-0500)

Storage Requirements and Preparation Checklist to Transfer Records

Requirements

We reserve the right to reject materials that do not fit our standards of transfer. This includes, but is not limited to, the following:

- Material that is not properly inventoried or boxed.
- Material that has been damaged by water or some other agent.
- Material that is at, near, or past its retention period.

Record center boxes must be used to store temporary records. The boxes can be purchased from University Archives.

If purchased elsewhere, the boxes must meet the following requirements:

- Must measure 15"X12"X10", holding 1.5 linear feet of letter size paper **or** 1 linear foot of legal size paper
- Must have double-layered ends and bottoms

University Archives reserves the right to refuse transfer or records in boxes that do not meet these standards.

Acid-free record center boxes must be used to store permanent records. Acid-free boxes can be purchased from University Archives. If purchased elsewhere, the boxes must meet the same requirements as standard record center boxes in size and construction, in addition to being acid-free.

Retention Period: archives.alabama.gov/RDA/?id=222 starts at page 16.



Preparation

- Place records into the correct type of storage box—non-acid-free for temporary records, acid-free for permanent records. University Archives will not transfer boxes that do not meet stated specifications.
- Remove records from hanging file folders and place in standard folders. University Archives will not accept boxes that contain hanging file folders.
- Ensure that the records are in a logical order (alphabetical, chronological, numerical, etc.).
- DO NOT put two different record series in the same box.
- DO NOT put records with different retention periods in the same box.
- Leave a 2 inch working space in each box to permit future reference to records.
- Label the box as follows:
 1. Write on the front end of the box only
 2. Write in pencil only
 3. Include the name of the office
 4. Include the name and inclusive dates of the record series in the box
 5. Include the retention and disposition dates for each box

<u>Box #</u>	<u>Retention</u>	<u>Disposition</u>
1	2029	2030
<u>From</u>	<u>Office Name</u>	
2022	Special Collections	
<u>Thru</u>		
2023		

Please note, internal numbering or labeling schemes can be included in the box inventory, or written on the box in addition to the consecutive box numbers. Please contact University Archives at records@ua.edu if you have questions.