



## Records Transfer Guide

AUC Records Management operates a Records Center in the New Cairo campus Administration Building (with an annex in the Facilities Building) that provides storage space for the inactive records of university offices. The Records Center offers secure, climate controlled storage conditions, and the records stored there are available only to the originating office from which they were transferred. The records, after the appropriate period of time indicated in the University Records Retention Plan, are shredded, recycled, or transferred to the University Archives. To transfer records to the Records Center, follow the procedures below.

1. Contact AUC Records Management staff to **request the records boxes needed** to contain the files you will send to the Records Center. The boxes are a standard size (38 cm long by 31 cm wide and 27 cm high) to fit on the shelving in the records center. The boxes and lids will be sent unassembled and flat, so if you are requesting boxes for the first time an AUC Records Management staff member can show you how to construct them. Notify us if you have records of a particular size or format that require another kind of container.

2. **Pack the boxes** in the following way:

▶ Each box should contain only records that belong to the same “Record Type” as listed in the Records Retention Plan. Mixing records of different types, which often have different retention periods, can result in the wrong records being discarded, or at the wrong time.

▶ Each box should contain only records that have the same retention period indicated in the Records Retention Plan.

Example 1: Expenditure/Purchasing records from 2005-06 would be scheduled for disposal before the same kind of records from 2006-07, so they should not be mixed in the same box.

Example 2: Departmental student files for those who graduated in 2005 would be scheduled for disposal after 7 years, and so should be packed together, but not in the same boxes with files for students who graduated in 2006.

▶ Boxes should be at least half-full; wait until you have at least half a box of material before sending it to the Records Center.

▶ Do not over-fill the box with folders; leave a few centimeters of space to permit retrieval.

▶ Do not pack hanging folders with metal rods in the records boxes, as they do not fit properly. Use some other kind of paper folder instead, but not plastic sleeves.

▶ To pack ring binders or *classeurs* into the boxes, lay them flat; if they are packed on their sides the box lid will not fit tightly and the box will not fit properly on the Records Center shelves. Each box can contain about three or four binders packed flat; but make sure that the box lid fits securely; if not, use another box. If a binder is too large to fit into a box, remove the contents and place them into a folder labeled in the same way as the binder.

**3. Complete and attach the Records Center Box Label.** AUC Records Management staff will send you these labels along with the boxes.

► Write the following information clearly in pencil:

**Department / Office Name**

**Record Type:** Use the Records Retention Plan for guidance, but additional detail can be added. Abbreviations may be used if their meanings are clear.

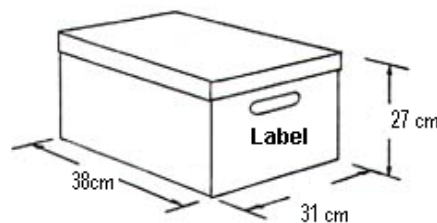
**Box Number \_\_\_ of \_\_\_:** Indicate the number of the box and the total number of boxes (i.e., Box 3 of 5) in the transfer to the Records Center.

**Portion:** When files of the same record type occupy more than one box, indicate which portion of the records is contained in the box. Example 1: If there are 8 boxes of purchasing records for one year, write “3 of 8” on the “Portion” line for the third box. Example 2: Write “A-M” for a box of personnel files for names beginning with those letters.

**Dates:** The earliest and latest dates for the records contained in the box

AUC Records Management staff will complete the remainder of the label.

► Place the label on one side of the box, under the handle cut-out, as shown below:



**4. Make a list of the contents of each box.**

► Give the list a heading containing the same information as the box label:

Department/Office Name; Record Type; Box \_\_\_ of \_\_\_; Portion; Dates

► List the title of each folder or binder/*classeur* (and subdivisions of binders if necessary).

► Send the box contents list in electronic form to AUC Records Management at the same time as the Records Transfer and Disposal Form (see below), and place a copy of the list inside the box of records it describes. Our staff will provide guidance on any required changes to the list.

**5. Complete the Records Transfer and Disposal Form,** listing the record types (and their inclusive dates) within the boxes to be transferred to the Records Center. Send an electronic version by email to AUC Records Management staff, who will provide guidance on any changes required on the form. Once those issues are resolved, sign Section 1 of the form to authorize the transfer and send it to AUC Records Management.

**6. Contact AUC Records Management staff to arrange for the physical transfer of boxes to the Records Center.** When the boxes are brought to the Records Center, AUC Records Management staff will check that the box contents match the contents list, and each box will be assigned a unique accession number for identification purposes. Our staff will then return to you a signed copy of the Records Transfer and Disposal Form acknowledging receipt of the boxes in the Records Center.