

The University of Akron University Libraries Archival Services			
Records Management Guidelines			
Subject: Sending New Record Boxes to Archival Services			
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Pursuant to Rule 3359-11-11 the following guidelines have been created to explain the process by which individual departments ship new record boxes to the University Libraries Archival Services facility for proper storage and retention of university records:

1. **Record Boxes:**
 Only boxes of standard legal/letter size (12in. x 10in. x 15in.) will be accepted by Archival Services. The individual departments sending boxes to Archival Services for storage are responsible for obtaining their boxes. If an irregular size box is necessary, contact Records Management at ext. 8182.

2. **Forms:**
 Prior to sending records to Archival Services a Records Transfer Form; Form # RM-001 must be completed for each box. To request these forms contact Records Management at ext. 8182 or via email at RecordsManagement@uakron.edu. Instructions for completing the form: Each form has four sections. The top section details the individual's name, the department name, date, phone number and location. The bottom three sections are used to describe the contents of the record box.
 - i. **Dept. Box No.** - This field is made up from the current year, month, and day, plus a sequential box number for each box being shipped i.e. 2008-01-01-01 would equate to Year = 2008, Month = January, Day = 1st day of the month and 01 = the first box in this transfer, etc.
 - ii. **Retention Code** - The information to be entered in this field is found at The Office of General Counsel's website at: http://www.uakron.edu/ogc/legal-policies-and-procedures/records/2017RecordsRetentionSchedule_rev02_01_2018.pdf
 - iii. **Shelf Location** - This field will be completed by the Records Management staff when the records are placed on the shelf in the Archives facility
 - iv. **Date Range (From) and Date Range (To)** - These dates should represent the oldest and newest records inside the box. If the records in the box only represent a portion of a larger collection of records in more than one box, such as a project, the dates for the entire project should be represented.
 - v. **Inactive Date** - This date should represent the latest date of activity by the department if it is longer than the "Date Range To". If not, use the "Date Range To" date for this field.

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vi. Title of Series - The information to enter into this field is found at The Office of General Counsel's website at:

http://www.uakron.edu/ogc/legal-policies-and-procedures/records/2017RecordsRetentionSchedule_rev02_01_2018.pdf

vii. Record Description - The information in this field further describes the type of records and the content of each specific record box i.e. Student name Adams to: Brown or Cash Receipts 2009 to: 2017, etc.

Completed Forms:

Once the forms are completed please write the Dept. Box No. on the outside of each box. Make two copies of the form(s); keep one copy for your records, place the other copy in the box, and send the original form(s) to Records Management via email (click on the "Submit" button on the bottom left side of the form) or jnh1@uakron.edu. Once the original forms are received, Records Management will review the forms and approve the shipment to Archival Services.