University Records Management Transmittal Procedures and Instructions

Preparing Records for Transmittal

1. Remove files from filing cabinets by series, or specific category
2. Create a TYPED list of all files that are placed in each box
3. Place this list inside each box and keep one for your files
4. If your files are in hanging folders or binders remove the pages and rubber band related files together
5. Remove all staples, paper clips, tape, etc. to ease the process of scanning the documents. Failure to remove staples or clips may result in the denial and return of your transmittal
6. You may box more than one series in a box, but please separate each series from the next
7. Each box must be adequately filled to maximize the space in the vault
8. The lid should fit properly and the box should weigh approximately 35 lbs.
9. The handles must be clear of any obstruction, i.e. tape, labels, etc…

What NOT to do When Preparing Records

1. Don't just throw files in a box, ensure the same filing system is kept from the cabinet to the box
2. Don't leave files in hanging folders or binders! Remove the files from them and rubber band the related files together
3. Don't cover the handles with tape or part of the label! It is much more difficult to move boxes without a handle

Preparing the Transmittal Form

1. Obtain the fillable form from UniRecords Management
2. Follow the instructions and fill out the form completely and accurately
   a. You must include the correct OAR Series and Title in order to get approval
   b. Remember what you put in this form is what will be entered into the database
3. After completing the form, E-mail the form to Records Management for approval
   a. Remember that Records Management reserves the right to deny the transmittal on the basis of an incomplete form, inappropriate OAR Series citation, or outstanding destruction notices
4. Once Records Management approves the transmittal, we will send you an E-mail containing the Approved Transmittal Form, Box Labels, and Labeling Instructions. Please place a copy of the Approved Transmittal Form in each box
5. After your boxes are ready to be transferred to the vault, contact Records Management to schedule a time for Facilities to pick-up the boxes

INSTRUCTIONS FOR COMPLETING RECORDS TRANSMITTAL LIST

This form must be used in order to transfer Permanent and Non-Permanent Department Records to Oregon Tech Records Management.

Permanent Records must be in **WHITE** acid-free boxes

Non-Permanent Records must be in **BROWN** Banker's Boxes

Forms must be submitted via E-mail and approved by University Records Management

Once approved, a paper copy of the form must accompany all boxes at transfer

Please follow these instructions to ensure the form is filled out correctly

1. Type the full name of the **Department/ Sub-Department**.
2. Type the **Department Accession Code**.
3. Type the name of **Department Contact Person**; this will be who fills out the form.
4. Type the **Phone Number** of the contact person.
5. Type the **Pick-up Location** for the records; this will be where ever the boxes are currently stored.
6. Check this box if the transmitted records contain any **Confidential Information**.
7. Check this box if the transmitted records contain any **Permanent Records.**
8. Type the **OAR Series Number** this record is being retained under.
9. Type the **OAR Series Title** this record is listed as in the Retention Schedule.
10. Type the **Retention Years** this record is listed as in the Retention Schedule.
11. Type the **Expected Destruction Date** for each record (date format is 6/30/20xx).
*Destruction is based on the **Inclusive Dates**, NOT Transmittal Date*
12. **University Records Management Use Only!**
13. Type a **Detailed Description** of the records contained within each box.
14. Type the **Inclusive Dates** for the records in each box.
15. Type the full name of the **Registered Department Records Officer**.
16. Enter the **Date of Transmittal**.