

# Records Transfer Checklist

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## PREPARING MATERIALS FOR SHIPMENT TO SPECIAL COLLECTIONS

1. Remove all paperclips, ring binders, rubber bands, etc.
2. Replace hanging file folders with regular file folders.
3. Label and date all files. Even approximate dates (ex. "c.1980-1985") are more helpful than no dates.
4. Pack records in the order in which they were kept by your office.
5. Identify each box with office/department name and box sequence (1 of 3, 2 of 3, etc.)
6. Prepare a list of the folder titles for each box.
7. Place the complete list for all boxes in the front of box 1.
8. Complete **RECORDS TRANSFER FORM** (*APPENDIX C*)