

## Preparing Records for Transfer to the State Record Center.

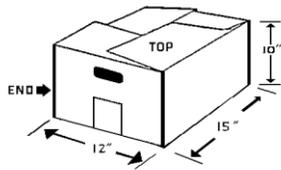
1. Determine if the records are eligible for transfer.

2. Obtain Supplies

- Estimate the number of boxes needed to pack the records. SRC requires the use of specially designed boxes, 15" x 12" x 10" in size. Each box holds one cubic foot of records.
- Obtain boxes from your local vendor.
- Obtain transmittal forms from the DJJ Office of Records Management.
- Build boxes in the following manner:

Close the bottom of the box by folding in the two short flaps first followed by the two long flaps. Place one strip of packing tape (preferably clear packing tape) across the bottom of the box, making sure to seal the seam left by the box flaps.

Do not tape box top closed. Instead, fold in one of the short flaps followed by one of the long flaps. Next, fold in the remaining short flap. Tuck the corner of the remaining long flap under the edge of the first short flap, thus sealing the box.



3. Pack the Records

- If all of the records are letter size, pack the records on the side with the handhold (12-inch side).
- If any of the records are legal size, pack the records on the long side (15-inch side).
- Do not place damp records, or records containing mold, mildew, or insect-damage into a box.
- All documents should be in folders, so that records are identified and protected.
- Remove all binder clips, rubber bands, and large paper clips from records prior to packing.
- Keep the records in the order in which the agency originally filed them.
- Pack the boxes full, leaving enough space to slide your hand into the box.
- Place unit number in the upper right hand corner on the front end of the box. Number the boxes consecutively beginning with the number one (1).

4. Completing Authorization for Records Transfer & Receipt

- Complete all un-shaded areas of the form.
- Forward the form to the respective Deputy Commissioner for signature
- Forward the form to the Office of Records Management for submission to the State Records Center.
- A folder listing should accompany the transmittal to SRC. Please provide the Agency Name, Record Title, Date Span of Records, and Title of Each Folder on the listing.
- List oversized materials and volumes individually on the transmittal form.

5. Scheduling a Delivery or Pickup Date (after Authorization returned from SRC)

- SRC will provide labels for the boxes
- Boxes will be sent to the SRC as instructed
- SRC will return a copy of the transmittal to the DJJ Office of Records Management, who will forward a copy to the respective work unit.