



# *OUS Records Management Services*

## **Procedures for Sending Records to the OUS Archives/Records Center**

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### **Before you Begin**

Although there are links to different sections in the procedures, please read them in their entirety until you are familiar with them. Records will not be accepted for storage unless these procedures have been followed.

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### **Part 1: INTRODUCTION**

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### **Part 1: INTRODUCTION**

This web page contains information on preparing records for storage and completing records transfer paperwork. The forms are automated, which should make completing the process simple.

It will be necessary to use the [OUS General Records Retention Schedule](#) or The Chancellor's Office Special Records Retention Schedule (in development) in preparing the paperwork.

Records will not be accepted for storage unless the process outlined below is followed. It is the responsibility of unit staff to properly organize records being sent.

Please contact Ryan Hagemann at (503) 725-5707 or [ryan\\_hagemann@ous.edu](mailto:ryan_hagemann@ous.edu) if you have questions.

Thank you for your cooperation; it is appreciated.

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## **Part 2: PREPARING RECORDS FOR STORAGE**

The following steps for boxing records will make the process of completing the transmittal paperwork much easier. Complete these steps before filling out the transmittal paperwork.

Please note the following:

- Do not send records that have an expired retention period.
- Do not send materials which are considered to be non "record" material, such as magazines, books (including manuals for software applications such as word processing), newspapers, blank forms, excess stock of publications, and other library materials which were not produced by OUS.
- Do not send records in hanging files or binders. They do not fit in boxes well and take up valuable space.
- Place these materials in folders. Do not overstuff folders. Label folders with the title of the materials, the year represented by the contents, and number them consecutively. Example: XYZ Committee Minutes, 1998-1999, 1 of 3, etc.
- Do remember that some records are considered to be confidential and have special destruction needs.

If you are unsure about identifying these materials and the appropriate destruction methods, please contact the RMS office.

**Step 1.** Remove records from your filing cabinet by category. Use the OUS General Retention Schedule or the Chancellor's Office Special Retention Schedule (in development) to help determine categories. If there is any difficulty with this, please contact Records Management Services (RMS) staff.

You may box more than one category of records per box; just keep each category together. It is helpful if you can illustrate where each category begins by standing a colored sheet of paper on end at the beginning of the category. Please weed out duplicate papers, reports, etc. unless there is a compelling reason to keep them--and please let us know what that reason is.

**Step 2.** Place the records in boxes supplied by RMS. Do not use other boxes as odd sizes do not fit the shelving well and contribute to a loss of space in storage. This may

include and may not be limited to Bankers boxes larger than 10" tall x 12" wide x 15" long and specialty boxes with built-in rails for hanging folders.

Currently, two sizes of boxes are available: regular (the usual, brown, cubic-foot size) and small 1/3 cubic foot size (smaller gray box with the hinged lid). If you have odd size items that will not fit well in these box types, contact RMS staff; there are other non-standard sizes available that can serve specialty purposes. Either size can be sent to you from our Corvallis location, or you may purchase 1 cubic foot boxes directly from Boise Cascade. Use Bankers Fast Fold Box #775 with 3 ply sides and 2 ply bottom, currently #P512775, p.953 in the Boise Cascade Catalog.

**Step 3.** When all records are pulled and boxed, number the boxes consecutively on the front (short) side of the box following this example. Example: If you have 4 boxes, number the first box "1 of 4", the second box "2 of 4", etc.

**Step 4.** Write the name of your office below the box number.

**Step 5.** See below for instructions on completing the transmittal paperwork. Do not send boxed records until the paperwork process is complete.

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### **PART 3: INSTRUCTIONS FOR COMPLETING RECORDS TRANSMITTAL PAPERWORK**

All paperwork should be retrieved and completed electronically and transmitted to Records Management Services (RMS) as an e-mail attachment. Completed transmittals may also be saved to h:/common/archives (Eugene) or h:/shared (Corvallis).

One Transmittal Form and one or more Transmittal Worksheets (Worksheets) must be completed when sending records to storage.

At this time, use the same Transmittal Form for permanent records and non-permanent records.

Records must be categorized on the Worksheets by formal title and series number. Use the OUS General Records Retention Schedule or the Chancellor's Office Special Retention Schedule (in development). Each category of records is considered an individual record series and therefore one item.

RMS staff will review the transmittal file as soon as possible. Please do not send any records until RMS has reviewed your electronic file.

Once your transmittal file has been received, RMS staff will contact you about sending the boxed records. After the records have been reviewed, the hard copy paperwork will be signed and you will receive a final copy.

## Retrieving the Forms

**Step 1.** Follow the link to the [transmittal form](#) (one is required for each set of boxes being transferred at the same time) which includes five worksheets (one is required for each group of records being sent within a transmittal). If you need more [worksheets](#), i.e. you have more than five types of records to send, follow the link and add them to the bottom of your transmittal file. **When prompted, save the file using your last name as the file name, then open it.**

If you do not have WordPerfect installed on your computer, use this [transmittal form](#) in MS Word (with five worksheets attached). If you need more [worksheets](#), follow the link and add them to the bottom of your original transmittal file. Save the file using your last name for the file title.

**Step 2.** This will be your working file. When your transmittal is ready for review, send it to [OUS Records Management staff](#) via an e-mail attachment for review. Alternately, Eugene staff may save their file(s) in H:\Common\Archives, Corvallis staff in H:\Shared\. Contact RMS staff when they are ready for review. Once the process is complete and your file is transmittal **and accepted**, you may delete the copy from your computer or designated folder.

**Step 3.** Do not complete the Transmittal Form at this time. Instead, go on to the first worksheet.

## Completing the WORKSHEETS:

**Step 4.** Starting at the top of the first Worksheet, type the requested information in the appropriate areas. Use the TAB key to move from one area to the next.

Complete all requested information for your first category of records. Please note the following:

- Each category of records (record series) is considered one item; number each category consecutively. Usually there will be only one item/category per worksheet).
- Refer to the OUS General Records Retention Schedule or the Chancellor's Office Special Retention Schedule to determine the following information: Record series title, record series number, and records series retention. If this information is unclear, please contact RMS staff.

At the end of the Worksheet is an inventory section for listing all files in this specific category; either include your inventory information here or insert additional blank page(s) if that is more convenient or if your inventory is longer than the space provided. If needed, call RMS staff to discuss the level of inventory appropriate for your records.

**ONE WORKSHEET MUST BE COMPLETED FOR EACH CATEGORY OF RECORDS (RECORD SERIES) SENT TO STORAGE.**

**Step 5.** Complete additional Worksheets for each category of records being transmitted. If more than five Worksheets are needed, retrieve additional Worksheets as necessary.

### **Completing the Records Center TRANSMITTAL Form**

**Step 6.** After Worksheets are completed for each category of records, return to the Transmittal Form which is page one of your document.

**Step 7.** Starting at the top of the Transmittal Form, fill in all information up to the signature lines. Do not fill in the signature lines or any other information below that point on the Transmittal Form.

Enter an 'X' for yes or no when indicating whether Worksheets have been completed for each category of records (records series) sent. If Worksheets have not been filled out for each category then indicate 'NO' and list the series title(s) and the reason.

**Step 8.** Save and exit this document.

### **Completing the Records Transmittal Process:**

**Step 9.** Alert RMS staff that a transmittal file is complete and ready to be retrieved. You will be notified if there are any changes that need to be made.

CONGRATULATIONS! You have completed the process!

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For more information or to comment on this web page, please e-mail [Ryan\\_Hagemann@ous.edu](mailto:Ryan_Hagemann@ous.edu)