

Records Officer

TOOLKIT

MANAGING GOVERNMENT RECORDS

The State Records Center

The Division of State Archives operates the State Records Center at 2341 S 2300 W, West Valley City. State and local governmental entities can use the State Records Center for the temporary storage of their inactive records. Records stored at the State Records Center remain in the custody of the governmental entity that created and transferred the records. Entities can retrieve their records in proper fashion.

The State Records Center also provides for the destruction of obsolete records (inactive records that have completed their approved retention period). Records Center staff will secure the entity's approval before destroying any government records.

Permanent records are transferred to the State Archives when they complete their approved retention period.

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■ Transferring Records to the State Records Center

Most records will become inactive before their approved retention period has been met. It is costly and inefficient to keep inactive records in office areas. An important part of a records management program is the proper storage of inactive records. The State Records Center stores inactive records in many formats, including paper, photographic, microfilm, CDs, tapes, maps, and other formats. Most digitized and database records will spend their inactive stage in the office.

Each record series stored at the State Records Center must have a unique agency schedule number. If you don't have a schedule number for the records you plan to send, contact the Archives: (801)531-3863 or recordsmanagement@utah.gov.

TIP: The schedule number allows the Records Center staff to keep track of your records much like library call numbers identify specific library books.

Instructions for Transferring Inactive Records to the State Records Center

Identify your records series schedule

To send inactive records to the Records Center, review the appropriate unique agency retention schedule to determine if the records have completed their active retention period and can be transferred. Records must have a unique agency-specific schedule number before they can be transferred.

Order boxes

Records Center boxes can be ordered by contacting Office Depot: 1-888-263-3423. Order Office Depot item #285052. Order the boxes by phone. The item number does not appear in the Office Depot online catalog. If the Office Depot representative is unable to identify the item, ask to speak with a supervisor as the item number may be unfamiliar to the representative.

Pack boxes

- Limit box contents to one record series. Never put two or more series in a box. Unidentified series records could be lost forever.
- Pack records using the same arrangement used in your office files. Do not create a new filing system.
- Avoid over packing boxes. Please leave at least 2 to 3 inches of space. This will facilitate handling the boxes and retrieving files.
- Replace any hanging file folders, binders, or 3-ring notebooks with labeled manila folders.
- Contact the Records Center (801-975-4016) to make special arrangements if materials will not fit in a Records Center box.

Label Boxes

Label boxes using a large black, indelible ink marker. Write directly on the box label. Do not affix a separate label, as it will eventually fall off, and we might never be able to identify your box.

Fill in the label with this information: your agency name and city, agency assigned box number, records series number, record title, and date ranges of the records included in the box.

The agency assigned box number is a unique number. Do not duplicate numbers from one year to the next. Most records officers use the year they sent the box and then a sequenced number. For example, one box for 2010 could be 2010-1; three boxes could be 2010-1, 2010-2, 2010-3. Three boxes the subsequent year could be 2011-1, 2011-2, 2011-3.

Example

DEPARTMENT OF ADMINSTRATIVE SERVICES UTAH STATE ARCHIVES AND RECORDS SERVICE	
AGENCY NAME (DEPT., DIV., BUREAU) Department of Health Division of Health Systems Improvement Child Care Licensing	
RECORDS SERIES NUMBER 22101	AGENCY ASSIGNED BOX NUMBER 2010-1 (year you send the box and the box sequence: 1,2,3, etc.)
Child care provider files	2007-2008
BAR CODE LABEL ARCHIVES USE ONLY	

Container Lists

A container list is not required, but a container list saves research time in retrieving a file in a stored box. The container list is like a table of contents for your box. It lists the titles from your manila folders in the order they appear.

Make 2 copies of your container list. Put one on top of the records in your box. Keep the other in a file in your office.

Example

Container List for Series 22336
Working Case Files 2002-2004
Files Sent to Records Center 7/4/2008
Agency Box Number 2008-1

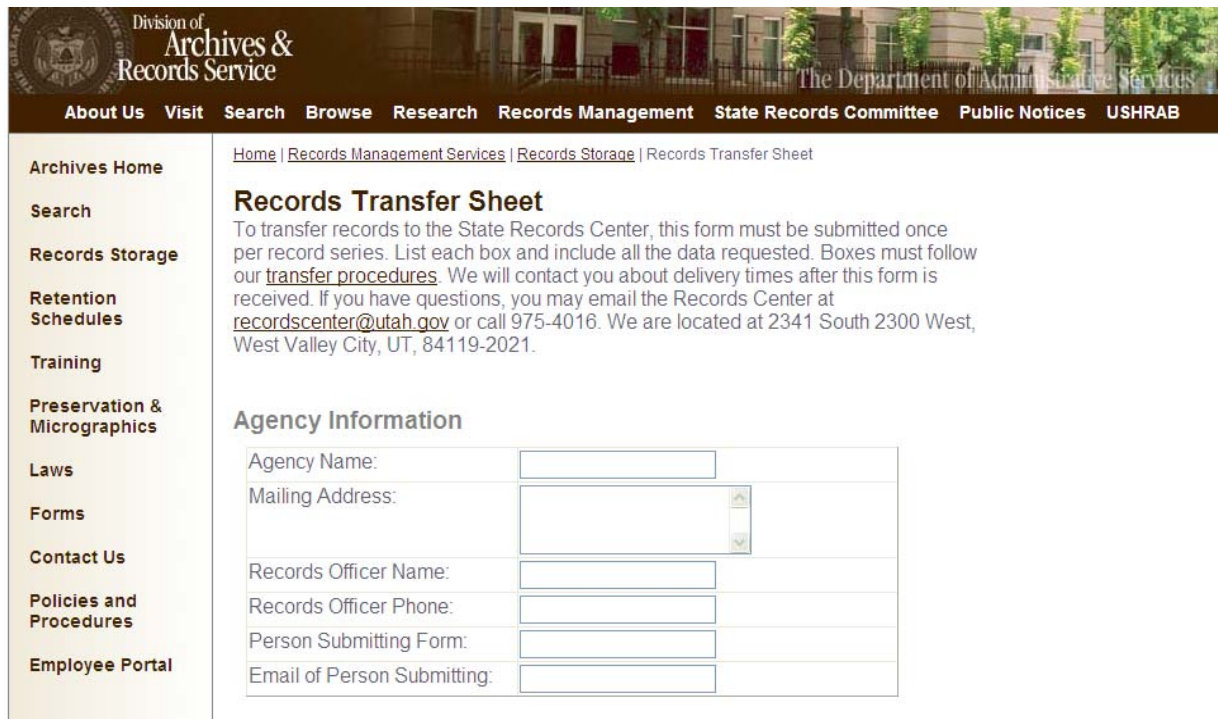
Folder	Name	Date
1	Abbott-Barney	2003-2004
2	Barnstead-Carver	2003-2004
3	Carter-Dennison	2003-2004
4	Dexter-Frampton	2002-2004
5	Gardner-Hammond	2002-2003
6		
7		
8		

Records Transfers

A Records Transfer Sheet acts as a shipping order. The form is a summary of information about the boxes being transferred. The form must be completed online.

The form includes: agency information, records series information, and a description of records being transferred.

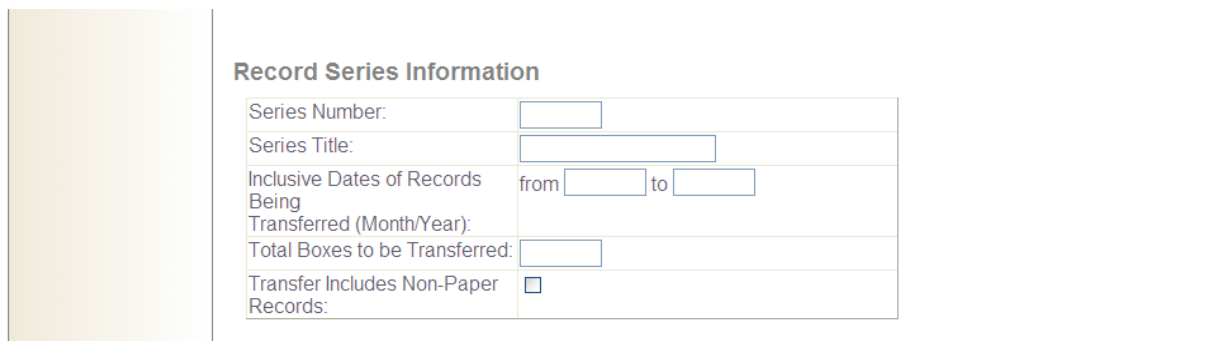
The agency information section requires the agency name, mailing address, and the agency contact information.



The screenshot shows the website header for the Division of Archives & Records Service, part of The Department of Administrative Services. The navigation menu includes: About Us, Visit, Search, Browse, Research, Records Management, State Records Committee, Public Notices, and USHRAB. The main content area is titled "Records Transfer Sheet" and includes a breadcrumb trail: Home | Records Management Services | Records Storage | Records Transfer Sheet. The form instructions state: "To transfer records to the State Records Center, this form must be submitted once per record series. List each box and include all the data requested. Boxes must follow our transfer procedures. We will contact you about delivery times after this form is received. If you have questions, you may email the Records Center at recordscenter@utah.gov or call 975-4016. We are located at 2341 South 2300 West, West Valley City, UT, 84119-2021." The "Agency Information" section contains the following fields:

Agency Name:	<input type="text"/>
Mailing Address:	<input type="text"/>
Records Officer Name:	<input type="text"/>
Records Officer Phone:	<input type="text"/>
Person Submitting Form:	<input type="text"/>
Email of Person Submitting:	<input type="text"/>

Record series information identifies the records series number and title as well as the volume and type of records being transferred.



The "Record Series Information" section contains the following fields:

Series Number:	<input type="text"/>
Series Title:	<input type="text"/>
Inclusive Dates of Records Being Transferred (Month/Year):	from <input type="text"/> to <input type="text"/>
Total Boxes to be Transferred:	<input type="text"/>
Transfer Includes Non-Paper Records:	<input type="checkbox"/>

The description of records being transferred is a summary of the contents of each box. Information in this section should include the unique agency number, the date range, and the subject range of box contents.

Description of Records Being Transferred
For each box you are going to transfer, indicate your agency box number, the dates of what is in the box (from and to, in month/year format), and a summary of the box contents. There is no need to list each file in each box, however ranges of box contents are very helpful. Line numbers have been added for your convenience. Add as many lines to the form as you have boxes.

Example

```
Line, Your Box #, Dates of Contents (from and to, by
month/year), Box Contents Summary (no need to list
files)

1. 2004-1, from 8/1998 to 8/2000, invoices 100-200
2. 2004-2, from 9/2000 to 9/2002, invoices 201-300
3. 2004-3, from 10/2002 to 10/2004, invoices 301-400
```

To ease data entry, you may compile your list in word processing software, copy it (select the text with your mouse and hit Ctrl-c) and then paste it in the textbox below (Ctrl-v). **Do not** include a list of files with the boxes. **Do include a range of contents per box.**

```
Line, Your Box #, Dates of Contents (from and to, by
month/year), Box Contents Summary (no need to list
files):

1.
2.
3.
4.
5.
6.
7.
8.
9.
10.
11.
12.
```

For ease of data entry, you may compile your list in word processing software, copy it (select the text with your mouse and hit Ctrl-c), and then paste it in the textbox below (Ctrl-v). **Do not** include a list of files with the boxes. **Do include a range of contents per box.**

When the online form is complete, submit the query.

Box Accession Report

The records center staff will receive your form and send a Box Accession Report when they accept your Transfer Sheet. The Box Accession Report provides a records center inventory number that will need to be used in requests to retrieve a box or folder. Keep these reports with your container list as a receipt for the information you have sent.

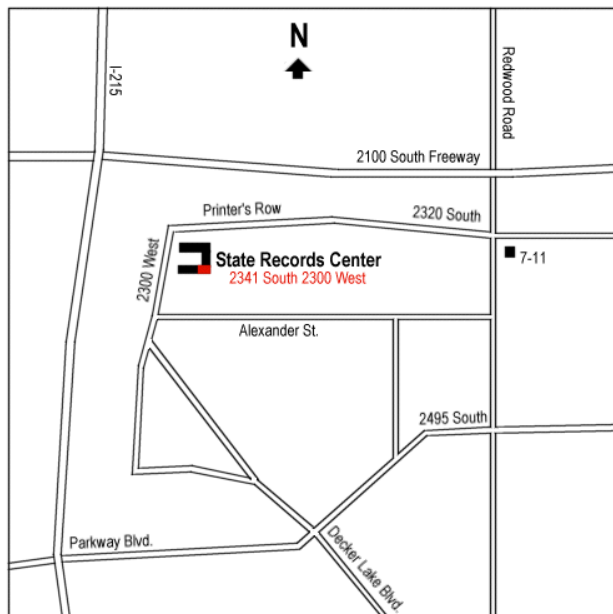
■ Records Delivery

The records center staff will confirm that boxes are approved for transfer. Once approval is given, boxes may be transferred.

State Mail will deliver six (6) boxes or fewer without requiring an appointment. For more than six (6) boxes call State Mail 801-323-4300 to make an appointment. Before sending your boxes, lightly tape the box lids to the boxes to avoid spillage in transit.

Boxes may also be delivered by the agency to the records center. Call 801-975-4016 to make an appointment for delivery.

State Records Center:



■ Retrieving Records from the State Records Center

Inactive records stored in the State Records Center remain in the custody of the governmental entity. Records officers may request files or boxes from the Records Center.

TIP: If you discover that you are requesting records for a specific series frequently, this may be an indication that your records series is still active and the records schedule needs updating.

Instructions for retrieving records from the State Records Center

<p>Search</p> <p>Records Storage</p> <p>Retention Schedules</p> <p>Training</p> <p>Preservation & Micrographics</p> <p>Laws</p> <p>Forms</p> <p>Contact Us</p> <p>Policies and Procedures</p> <p>Employee Portal</p>	<h3>Records Center Request</h3> <p>Agencies may request records stored at the State Records Center to be sent back to them. The request may be a single file or box. To request multiple files (even if they are in the same box), this form needs to be submitted separately for each one. Use your "back" button after submitting the first one to avoid rekeying all of the agency address information.</p> <h4>Requestor Information</h4> <p>Name: <input type="text"/></p> <p>Agency (do not abbreviate): <input type="text"/></p> <p>Phone: 801 <input type="text"/></p> <p>Email: (Required) <input type="text"/></p> <h4>Recipient Information</h4> <p>Name: <input type="text"/></p> <p>Agency (do not abbreviate): <input type="text"/></p> <p>Mailing Address: <input type="text"/></p> <p>City: <input type="text"/>, UT</p> <p>Zip: <input type="text"/></p> <h4>Send the following records:</h4> <p>Series Number (Required): <input type="text"/></p> <p>Agency Box Number (Required): <input type="text"/></p> <p>Records Center Box Number (Required): <input type="text"/></p> <p>File Name or Number: <input type="text"/></p> <h4>Special Instructions:</h4> <div style="border: 1px solid black; height: 100px; width: 100%;"></div> <p><input type="button" value="Submit"/> <input type="button" value="Clear"/></p>
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Fill out the [Retrieval Request Form](#). The form must be submitted online. When requesting multiple files, (even when they are in the same box, submit separate forms for each file).

Individual files will be mailed. Boxes will be mailed using the State Mail Service. State Mail will take six (6) boxes or fewer in a regular daily pickup. If you request more than six (6) boxes, make special arrangements with State Mail.

If time is an issue, records officers may make arrangements for picking up their requested records.

State Records Center

