

**BINGHAMTON UNIVERSITY LIBRARIES
UNIVERSITY ARCHIVES**

PROCEDURES FOR THE TRANSFER OF RECORDS TO THE ARCHIVES

Archival records shall be transferred to the University Archives upon consultation/recommendation of the University Archivist. Records transferred to the University Archives are conveyed permanently to the University Libraries.

To Transfer Records

1. Call the University Archives at 777-6459, Monday through Friday 8:30 am to 3:30 pm, or send an email to deligato@binghamton.edu to request a Records Transfer Form.

Some Guidelines to Prepare Records for Transfer (each office is responsible for preparing their records for storage in the University Archives)

1. We recommend packing materials in standard record boxes (15" x 12" x 10"). Boxes larger than this do not easily fit on the shelving. Please contact us to obtain archival boxes.
2. Please do not to pack anything higher than the top edge of the box as it will not easily fit on shelving. Also, leave one to two inches of space in the box facilitates processing and use.
3. Please remove folders from hanging files as they tend to damage and break box edges. If files are in removable binders (i.e. 3 ring binders), please remove the documents and place in a labeled file folder.
4. It is helpful if files are placed in folders and labeled with name and dates of the enclosed document. Files should be placed in the order in which they were created and used to maintain original order.
5. Please send only two copies for printed materials (i.e. brochures, flyers, pamphlets, newsletters, bulletins, catalogs, handbooks, guides, etc.).
6. Complete the transfer form. Place this form inside of box #1. Please number each box in pencil. If more than one box is to be delivered at one time, it is best to number each box consecutively in the following manner, i.e. 1 of 5, 2 of 5, etc.
7. Once the boxes have been received and surveyed, an accession number will be assigned. A copy of the transfer form will be sent to you to serve as a receipt for your records. If you need to access a file, this list (and accession number) will enable you to more easily identify which box the file is located in.
8. Please call the University Archives at 777-6459 to arrange for a pick-up.