**OFF-SITE RECORDS STORAGE SERVICES**

***Transferring Records to Off-Site Storage Facilities***

Information Sheet

If your department has records that are no longer actively used, but must be retained for an additional period of time, you may choose to store them off site in a secure facility, available for storage of College records. Records stored off site can be retrieved in 24-48 hours if it becomes necessary to access them again for any reason.

Records stored off-site must be labeled according to State of Utah guidelines, including identification (by number and title) of the series of records being transferred. Information about whether or not a record series already exists for the information you want to transfer can be obtained from the SLCC Records Office. Contact Lynn Miller (801-957-4533) for assistance in making this determination.

To obtain the greatest economy of storage space with the records you send to the offsite storage facility, please follow the packing instructions below:

1. Obtain storage boxes from the College Office Depot contract, Item # 285-052.
2. Pack records in the same arrangement in which they are maintained and created in your department files. Do not create a new filing system.
3. Avoid over-packing boxes. (Over packed boxes will be returned to your department to be re-boxed.)
4. Limit box contents to **one record series**. (If you have more than one record series, use a separate box for each series, even if it does not fill the box.)
5. Replace any hanging file folders, binders, or three-ring notebooks with labeled manila folders.
6. Contact the SLCC Records Office to make special arrangements if materials will not fit in a Records Center Box.
7. Label boxes with a large black pen with indelible ink and print the following information **directly on the box:**

**SALT LAKE COMMUNITY COLLEGE**

**[Your Department Name]**

**Salt Lake City, Utah**

**[The record series number of your records]**

**[Your box number, assigned by the SLCC Records Office]**

**See Sample here** [**https://archives.utah.gov/rim/transferring-records.html**](https://archives.utah.gov/rim/transferring-records.html)

1. Fill out the Record Transfer Form at <https://archives.utah.gov/rim/forms/rts.html>.
2. A separate Records Transfer Form must be completed for each record series.
3. After the boxes are correctly labeled and the Record Transfer Form has been submitted, you will be contacted by the State Records Center about delivery times.
4. Please make arrangements for delivery by contacting Loren Safford (801-957-2202) or loren.safford@slcc.edu.

Sample of information on Records Transfer Form

|  |  |
| --- | --- |
| **Record Transfer Information** | |
| Agency Name: | |
| Mailing Address: | |
| Records Officer Name: Lynn Miller | Phone: 801.957.4533 |
| Person Submitting Form: | |
| Email of Person Submitting Form: | |
| Series Number: | |
| Series Title: | |
| Inclusive Dates of Records Being Transferred | From\_\_\_\_/\_\_\_\_(MM/YY)  TO\_\_\_\_/\_\_\_\_(MM/YY) |
| Total # of boxes to be transferred: | |
| List of Boxes with: Agency Box Number, Date Range of Contents, Box Content Summary | |

For each box you are going to transfer, indicate the box number assigned by the SLCC Records Office, 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 the box. Line numbers have been added for your convenience. Add as many lines to the form as you have boxes. See the sample below before filling out your *Description of Records Being Transferred* form.

|  |  |  |  |
| --- | --- | --- | --- |
|  | ***Sample* Description of Records Being Transferred** | | |
| Line # | Agency Assigned  Box Number | Dates of Contents | Box Contents Summary |
| 1 | 2004-1 | 8/1998 to 8/2000 | Invoices 100-200 |
| 2 | 2004-2 | 9/2000 to 9/2002 | Invoices 201-300 |
| 3 | 2004-3 | 10/2002 to 10/2004 | Invoices 301-400 |

Upon delivery, Records Services staff will verify that all boxes match the Records Transfer Sheet. They will send an Accession Report to whomever submitted the original Records Transfer Form.

**\*PLEASE SEND A COPY OF THE ACCESSION REPORT TO THE COLLEGE RECORDS OFFICER: LYNN MILLER lynn.miller@slcc.edu**