

Campus Planning & Construction  
Facilities Information Services  
106 Bryan Building  
615-322-2715

### Archival Box Transfer Request

Facilities Information Services Library  
Bryan Building, Room 102, Ext. 2-3719 or 2-2715

**From:**

Name of Requestor:			
Department:			
Room No.:		Ext.:	
Date of Request:			

Information about the Records:

Description of Records

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Volume of Records in Linear Feet (One file drawer holds two linear feet.):	
Number of Boxes Requested (A box holds one linear foot of records.):	

Acknowledgement of Receipt of Boxes:

1. This is to acknowledge receipt of \_\_\_\_\_ boxes which we will use solely for the purpose of the inactive records for the Facilities Library Archives.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Notification to the Requesting Office:

1. To enable us to provide you with the necessary boxes, complete the above form and email it to Jared.Mott@Vanderbilt.edu. Retain a copy of the form for further use.
2. Upon delivery of the boxes, complete the bottom part of the above form by indicating the number of boxes you received in the space provided, signing and dating it. Give a copy of the signed form to the Archives staff member.
3. Please read carefully the instructions on the following pages before packing your records. This will save time and costly re-packing or labelling the materials and/or boxes.

## INSTRUCTIONS FOR PACKING YOUR RECORDS

1. **Box Contents.** Files belonging to the same series and having the same retention period should be packed together. For help in identifying series, please refer to the archival retention schedule or contact Facilities Library personnel at extension 2-3719.
2. **Non-Records, Blank Forms and Personal Items.** Blank forms, personal items and printed Campus Planning or Space and Facilities Planning documents and publications collected for informational purposes should be removed before packing records.
3. **Shop Drawings.** Shop drawings larger than 11" x 17" are not allowed to be placed in an archival box. Shop drawings should be separated from box file and placed in a bag for archival (see Facilities Library personnel for this type of bag).
4. **Filing Supplies.** Active records should have been filed in manila and/or expansion file folders and labeled with Pressure sensitive archival labels. If they were not, they should be placed in manila folders or expansion folders and labeled with Pressure sensitive archival labels before packing. Excess filing supplies such as rubber bands, plastic binders, staples, paper clips, or other metal clips should be removed before placing files in archival boxes. Excess file containers such as hanging file folders, notebooks, binders, etc. should be removed and contents should be filed in manila and/or expansion file folders before placing files in archival boxes. All files, materials, and information are to be placed in manila letter file folders and/or expansion file folders (legal size accepted only when appropriate and box can be filled completely. Pressure sensitive archival labels must be placed on each manila folder and expansion file folder and labeled according to the standards for file labeling.
5. **Manila File Folder or Expansion File Folder Labeling.** Pressure sensitive archival labels must be placed on each manila folder and expansion file folder and labeled according to the standards for file labeling.
6. **File Sequence.** Files should be arranged in record plan or file list order and placed horizontally in the boxes as illustrated below.
7. **Box Limit.** No more than one cubic foot of records should be placed in a box to prevent the overfilling of boxes and more importantly to avoid injury to staff members handling them. Archival boxes shall be 12" wide by 15" length by 10" height, otherwise known as a 1 cubic foot or 15 linear inches. Paige miracle box 15 is the recommended box for archives.
8. **Box Label and Number.** Pressure sensitive archival labels are to be placed on each box within the box's stamped template for box # and should not exceed the size of the template label on the box. Archival file folder foil backed labels are the only type labels allowed on the boxes and are available from the Facilities Library at no charge (for boxes purchased through the Facilities Library). However, the labels need to be cut in half to fit within the markings on the box. The number may be hand written at a size of ½ - ¾ " on the .875 inch label. See the box examples below.



9. **File List / Record Plan.** Each box should contain a copy of the file list or record plan.

**Note: Failure to follow the instructions will prolong the transfer of your records, as we will ask you to repack them per our specifications.**

**When are boxes moved to the Facilities Library Archives?**

A staff member from OFIS will check the boxes for conformity with the instructions. Once OFIS agrees that all transfer documentation and packed records are in order; the Archives will remove boxes from the originating office according to an established transfer schedule. OFIS will notify the transferring office in advance of its pick-up.