

RECORDS INVENTORY and TRANSFER FORM (RITF)

Note: Instructions: This form must be used in conjunction with the Records Retention Schedule form (RRS), and other established guidelines. This form will apply to all academic and administrative units on the Andrews University campus. Records Transfer may not take place if there is an open records request, or if there is pending litigation or audit involving these records. **Note:** See attached page about *Packing and Transfer Instructions!*

Entity/Office of Origin _____ Depositor/Officer _____

Person Completing the Form _____ Phone _____

E-mail _____ Date _____

APPROVALS

Date Received in AUARC _____

Head of Entity _____ AUARC/AHC _____

Date _____

of boxes _____ # of inches _____

BOX CONTENTS LISTING

Each box **must** contain a *Records Inventory and Transfer Form*. It can be filled out handwritten or prepared electronically. All information given **must** harmonize with *Records Retention Schedule(s)*, e.g. *Title of Record Series, Final Disposition, etc.*

Certificate of Records Review/Disposal

Codes for Final Disposition: Archives = University Archives, AHC = Adventist Heritage Center, D = discard/shred/erase, R = review with AURC for PERM in RC or Archives, or D (year)

Box # of	Title of Record Series	Alphabet Range	Date(s) of Records	Disposition	Record Volume in inches	Comments: content notes, special instructions, restrictions (if any), method and time of destruction of record, etc. Note: If records need to be shredded, cost will be charged to depositor.

Andrews University Archives and Records Center

616/471-3986 archives@andrews.edu room 160, James White Library

Packing and Transfer Instructions

Records' Permanent Storage is done in acid-free storage container boxes, on steel shelving, and in a temperature-controlled area in the *Andrews University Archives and Records Center* (AUARC).

Packing Instructions

- T Before packing and transferring anything to the Archives, **consult** the *AU Archives and Records Management Manual*, pay special attention to the **Records Retention Schedules** and the guidelines for weeding and preparing administrative records for transfer to the Archives (Appendices III - VII),
- T **or** call the Archives at 471-3986 for help.
- T Before starting to pack a box, make sure to include **only** records which, according to the *Records Retention Schedules*, go to the Archives.
- T Pack records in acid-free boxes **only**. They are available from the Archives, free of charge at the time of transfer. Since the boxes are 10"X12"X15", they allow storage of letter-size or legal-size documents (Letter size start at the 12"end, and the legal size at the 15"end).
- T Place the file folders in the box **in the same order** in which they are arranged in active files, with tabs all facing the same direction, in complete alphabetical or chronological order, to render easier and faster retrieval.
- T Send only a complete set of records and **no records piecemeal**, such as one or two files/folders at a time, and do not mix several records series in a box. Separate records series clearly from each other.
- T **Replace** hanging file folders, or ring binders. Contents must be placed in clearly marked file folders. All loose papers must be sent in clearly labeled folders. Materials from large and heavy ring binders should be put in Press Board Report Binders, available from the Archives, also free of charge at the time of transfer. Hanging files and binders take up much more space and damage the boxes. It is also cheaper for the office to recycle hanging folders and binders than to buy new ones.
- T Use a ballpoint pen or pencil to label folders. Do not use stick labels because they eventually will come off and leave the folder unidentified.
- T Pack boxes snugly, but not overstuffed the boxes, make the sides bulge, or lay additional files on top of the packed files. Make sure that the lid goes down firmly.

Transfer Instructions

- T Make sure that the *Records Inventory and Transfer Form* (RITF) has been filled out and placed **inside** the box on top of the folders. Make a second copy of the RITF and keep it for you files. Again, do not attach the RITF to the outside of the box or the lid. Please, **no** marking or labeling of the **outside** of the boxes.
- T Use the comments and other information boxes on your RITF if there are any items or record series that need special notice and/or a description of their contents, e.g. *Faculty Files* — give also dates and alphabet range; *Special Reports* - give also a list of titles of those reports.
- T Prepare the description of the content only to the level of detail necessary for easy retrieval.
- T Request Custodial Services to transfer the boxes from your office to the Archives.