

The University of Akron University Libraries Archives and Special Collections			
Records Management Guidelines			
Subject: Records Transfer to Archives and Special Collections			
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Pursuant to Board of Trustees Rule 3359-11-11 the following guidelines have been created to explain the process to transfer boxes of inactive university records to Archives and Special Collections of University Libraries for appropriate storage and retention per The University of Akron Records Retention Schedule.

1. **Record Boxes:**
 Only boxes of standard legal/letter size (12in. x 10in. x 15in.) will be accepted by Archives and Special Collections. The office of origin sending boxes to Archives and Special Collections for storage is responsible for obtaining its boxes. If an irregular size box is necessary, contact the University Records Manager at 330-972-8182 or hkempseverence@uakron.edu.

2. **Forms:**
 Prior to sending records to Archives and Special Collections, a Records Transfer Form, Form # RM-001, must be completed for each box. Forms are available at <https://www.uakron.edu/libraries/archives/records-management/employees/transfer.dot> or by contacting the University Records Manager at 330-972-8182 or via email at hkempseverence@uakron.edu.

3. **Instructions for completing the form:**
 Each form has four sections. The top section details the contact's name, the office of origin name, date, contact phone number and location. The bottom three sections are used to describe the contents of the record box(es).
 - i. **Dept. Box No.** - This field is made up of the current year, month, and day, plus a sequential box number for each box being shipped (i.e. 2022-01-01-01 would equate to Year = 2022, Month = January, Day = 1st day of the month and 01 = the first box in this transfer, etc.)

 - ii. **Retention ID** - The information to be entered in this field is found on the Records Retention Schedule on the Office of General Counsel's website at <https://www.uakron.edu/ogc/legal-policies-and-procedures/records/Records%20Retention%20Schedule%20updated%202011-29-2021.pdf>.

 - iii. **Date Range (From) and Date Range (To)** - These dates should represent the oldest and newest records inside the box. If the records are part of a larger collection of records in more than one box, such as a project, the dates for the entire project should be represented on the form for each box.

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iv. Inactive Date - This date should represent the latest date of activity by the office of origin for the records. It will often be the same as the "Date Range To" field.

v. Title of Series - The information to enter in this field is found on the Records Retention Schedule on the Office of General Counsel's website at <https://www.uakron.edu/ogc/legal-policies-and-procedures/records/Records%20Retention%20Schedule%20updated%2011-29-2021.pdf>.

vi. Record Description - The information in this field further describes the type of records and the content of each specific record box (i.e. Student name: Adams to Brown or Cash Receipts: 2009 to 2017, etc.)

4. Completed Forms:

Once the forms are completed, please write the Dept. Box No. on the outside of each box. Make two copies of the form(s); keep one copy for your records, place the other copy in the box, and send the original form(s) to the University Records Manager via email at hkempseverence@uakron.edu. Once the original forms are received, the Records Manager will review the forms and either approve the shipment to Archives and Special Collections or contact the office of origin with further details as to why the shipment is not approved.