

**UNIVERSITY OF LONDON
RECORDS MANAGEMENT MANUAL:
BEST PRACTICE PROCEDURE No. 7**

TRANSFER OF PAPER RECORDS TO SEMI-CURRENT STORAGE

1. Transferring records

1.1 This document is designed to give a quick step by step procedure for transferring semi-current records to the Records Store in Senate House. If the procedures are followed, you should be able to clear your offices of unwanted material and retrieve information more quickly.

1.2 As records end their current use, they should either be destroyed in the office or transferred to the Records Store for permanent retention, review, or destruction at a later, scheduled, date.

1.3 The procedure refers to records in paper format only, as the University does not yet have the resources to manage or maintain digital records in their original context. A separate procedure deals with the disposal of electronic records (see Best Practice Procedure No. 4: *Electronic Records Management*).

1.4 The Records Store is designed to accommodate transfers of semi-current records i.e. when information has ceased to be of everyday used but may be required for administrative reference or legal value over a period of years. The records will be securely stored in the Records Store for the term of years specified in your Division's Records Retention Schedule. Procedure No. 9: *General Records Retention Schedule* may provide guidance in the absence of a specific schedule. Only authorised staff will have access to the records.

1.5 When the term of years for semi-current storage has expired, the records will either be destroyed or transferred to the University Archive for permanent retention. Once in the Archive they will be administered and their access restricted to authorised staff where they will be made available to researchers in accordance with the provisions of the Freedom of Information Act and Data Protection Act.

Please see **2. Transfer procedure** for a step-by-step guide.

Note: The Excel records transfer sheet is available as a separate template (see List of Procedures); also available from the Records Management Team (RMT) (email: records.management@london.ac.uk).

2.0 Transfer procedure

2.1 When files are no longer of current use, consult your current Divisional retention schedule. You may be able to destroy them immediately!

2.2 If the current retention schedule specifies transfer to the Records Store, you should follow the transfer procedure outlined below.

2.3 If there is no retention schedule, or you are not sure what you should do, contact the RMT (email: records.management@london.ac.uk) for advice.

2.4 All records must be packed in records management boxes to ensure their safe and secure storage.

2.5 Records management boxes are available on request from the RMT (email: records.management@london.ac.uk). Please note that the boxes come in flat-pack form and are best ordered in small quantities (a maximum of 10 as large supplies of boxes are not kept); you can always request more if you require them.

2.6 Lever arch files, box files and ring binders do not fit into the boxes; please put their contents into labelled cardboard folders before boxing. Plastic binders will also need to be removed before boxing.

2.7 When packing boxes please remove the following: post-it notes, rubber bands, sellotape, bulldog clips, plastic sleeves (all these materials damage paper).

2.8 Please make sure that you construct the boxes correctly (printed diagrams are on the flat-packs) to support the weight of the records inside.

2.9 Do not overfill the boxes as they become too heavy for to handle! The files should be placed **HORIZONTALLY**, not vertically, in the boxes and must not be filled above the handles.

2.10 Files should be boxed in the same order as the accompanying transfer list and the boxes numbered consecutively (the box number should correspond to the number on the Excel transfer sheet).

2.11 Identify each box with the name of the Division/Office (appropriate acronyms/abbreviations are fine). Use **PENCIL ONLY**; boxes are re-used.

2.12 An Excel transfer sheet template should be completed with details of each file placed in the box (see separate form).

2.13 Spreadsheet details should include the following mandatory fields:

- Division name
- Section name
- Date of transfer
- Box number (each separate transfer should begin with box no.1)
- Retention Schedule reference (if none write *none*)
- Action (e.g. *Permanent, Review, Destroy* etc.)
- Retention period (numerical value required e.g. 2 years – 2)
(Note: the retention period starts from when a file is closed not from when it is transferred to the Records Store)
- Format (e.g. file, volume, printout etc.)
- File series/category (e.g. staff files, forms, correspondence etc. according to classification in retention schedule)

- File reference (if none write *none*)
- File title
- Year file opened
- Year file closed

2.14 The Excel spreadsheet should be sent as an e-mail attachment to records.management@london.ac.uk. A copy of the spreadsheet should also be placed in the relevant box.

2.15 The spreadsheet will be checked first for compliance with the above procedural points. It is in your interests to be as accurate as possible in your descriptions as the Excel sheet will be the only identification you will have when requesting retrieval of your records in the future.

2.16 Once the spreadsheet has been approved, contact the Estates & Facilities Help Desk (<https://intranet.london.ac.uk/1333.html>) and, using the Help Desk Request Form, ask that the boxes be moved to the Records Store (Room SB22, basement, Senate House), giving the number of boxes to be moved and requesting that the RMT be contacted (on ext 8216 or 8234) prior to delivery of the boxes to the Store.

2.17 Do not send boxes to the Record Store before supporting spreadsheets have been cleared by the RMT. Boxes sent to the Store without following the correct transfer procedure will be returned to the sender.

- For retrieval of records from the Records Store please refer to the Loans Procedure (see Best Practice Procedure No. 8: *Loans Procedure for Records in Semi-Current Storage*).

University of London Records Manager & Freedom of Information Officer

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