Procedure for Transferring Records to Connecticut College Archives or to Off-Site Storage
December 11, 2007

Archives:
If transferring records with permanent archival value please follow instructions found in "Transferring Permanent College Records and Memorabilia to the Archives" in the *Connecticut College Archives Program Manual.*

Off-site Storage:
To send records off-site, please follow the following steps:

1. Conduct a Records Survey to identify and separate permanently valuable records (see *Connecticut College Archives Program Manual* section on "Items with Archival Value").
2. Obtain boxes for office records (Please see *Appendix C, List of Vendors*)
3. Fill boxes (from front to back)
4. Make a list of box contents/inventory
5. Complete the Records Transfer Form (*Appendix B*)
6. Contact the College Archives for appropriate shipping labels and forms.
7. Contact the College Archives to arrange for the off-site storage vendor to pick up records.

After a records transfer has been received by the Archives, the bottom portion of the Records Transfer Form will be completed by Archives staff and returned to the originating office or department with an accession number. If items from a transfer are needed in the future, contact Archives staff with the assigned accession number and the box number for retrieval.