

**INSTRUCTIONS FOR AN ASG
ARCHIVES AND RECORDS BOX TRANSFER**

These instructions can be used by agencies requesting an archives and/or records box transfer to the ASG Tafuna Records Center. Record transfers can be made on Mondays and Tuesdays 9-3.

1. Affirm that records are listed on your Department's Records Schedule.
The Records Schedule defines each record series' retention, transfer or disposal.
If there is no Records Schedule, a records survey is conducted to identify record series(s) and retention periods. After a records survey, a Records Schedule form can be filled out and circulated for administrative approval.
2. Estimate Volume: Estimate the total volume so that adequate boxes can be obtained.
A full letter-size file drawer holds about 1.5 cf (cubic feet) while a full legal size drawer holds about 2.0 cf.
3. Boxes: A 1.5 cf standard sized records box(s) should be used. Boxes are available commercially and usually contain 10 per box. They are assembled by folding into shape.
4. Review your files before boxing. Files should be screened to insure that they are clean and free of insects and dirt. Do not box non-record files, papers or files; ie. papers that are already scheduled for destruction, non-government publications, blank forms, extras, etc.
5. Reviewing and identifying letter and legal size files:
 - A. Make a list of all of the file record series(s) being transferred.
 - B. Identify and separate each different record series.
 - C. After identifying and separating record series, proceed to boxing.
6. Box archives and records for a records transfer.
 - A. Pack all files vertically upright in box. Do not remove files enclosed in any larger folders or envelope folders. Keep the same direction and order used in the filing cabinet.
 - B. Pack files in the same filing system arrangement they were in, in the filing cabinet. Ie. Keep files in their original numeric, alphabetic, geographic or chronological sequence.
 - C. Different record series can be packed together as long as they are identified. However, packing different record series in different record boxes simplifies subsequent processing by the Tafuna Records Center.
 - D. Allow a 1 inch space when the box is filled so that files can be easily accessed. If a box is underfilled, use a cardboard divider or spacer to keep the files upright.
7. Label your boxes.
 - A. Once a box is filled, write the name of the record series(s) and the year(s) contained along the long side(s) of the box. Use a black marker.
 - B. Number your boxes from 1 – X to obtain total number of boxes being transferred.
 - C. Enclose a list inside each box in the box so that the records transfer can be confirmed.