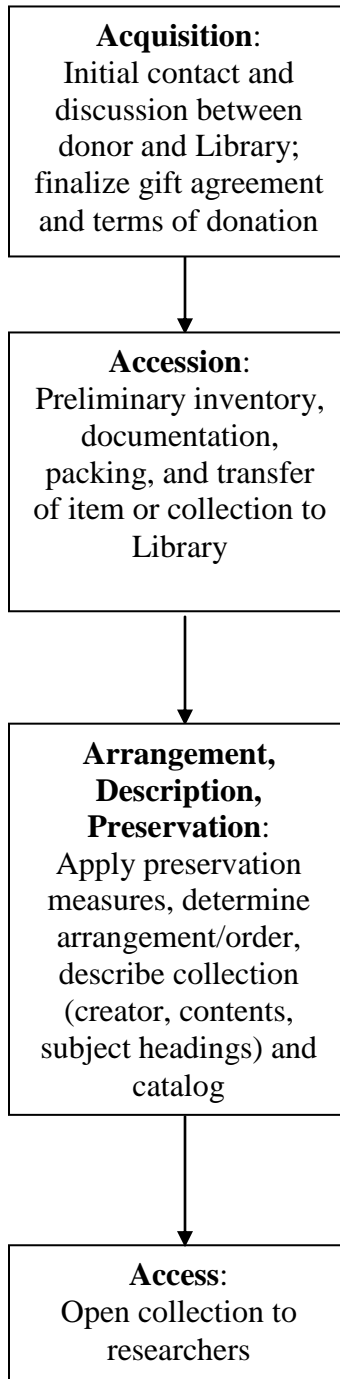


# Transferring Materials to Duke's Rare Book, Manuscript, and Special Collections Library

## Steps in Archiving Material



## Packing and Transfer Procedures

1. Please use sturdy boxes in good condition. Boxes for transferring archival records can be requested from Duke University Libraries.
2. If sending archival records, keep the records in the order in which they were used in your office and document or record this order (collating files into boxes and sequential numbering of the boxes is an easy way to record this original order).
3. It is helpful to make a list of the box contents, with dates. When you need to find something later, this list will be invaluable.
4. Note the presence of any sensitive material (i.e. medical records, SSN's, confidential information, or any other type of sensitive information you or your organization may work with).
5. Leave a little wiggle room in the boxes; don't overstuff them. Be sure the folders are standing upright and that they are not bowed or flopped-over.
6. Label the boxes with the name of you or your organization and ship date. Add a brief note of the contents on the label in pencil.