

# How to Transfer Records

1

## Request Boxes from the Archives

Call the Archives at 919-684-8066 to request free boxes. Archives can deliver boxes to you, or you can pick them up from the Library.



2

## Pack Up Your Records

Keep the records in the order in which they were used in your office. If you are sending records of distinct offices, committees, or organizations, do not intermix them.



3

## Complete the Inventory Spreadsheet

Available at [bit.ly/DukeRMTransfer](http://bit.ly/DukeRMTransfer). Include folder titles, folder dates, and box numbers as well as the name of your office. Keep a copy of the completed spreadsheet for your records.



4

## Complete the Online Records Transfer Form

Available at [bit.ly/DukeRMTransfer](http://bit.ly/DukeRMTransfer). Include contact information as well as information about your records. Attach the completed inventory spreadsheet to this form. Submit the completed form to the Archives for review. Archives will be in contact in 2 business days.



5

## Arrange Records Transfer

Archives staff will contact you to arrange a location and time to transfer records. Some materials may need to be barcoded before transfer. *Please arrange a time with the Archives before delivering boxes!*

Once the boxes have been received, you will receive an email containing information from the Records Transfer Form as well as an Archives accession number. Please retain this email for future reference.



For additional information on the records transfer process, visit [bit.ly/DukeRM](http://bit.ly/DukeRM).

Questions? Contact the University Archives at 919-684-8066 or [hillary.gatlin@duke.edu](mailto:hillary.gatlin@duke.edu).