

# PREPARING RECORDS FOR TRANSFER

---

## CHECKLIST FOR TRANSFERRING RECORDS

- Identify records to be transferred
- Locate series ID#/Title from your agencies retention schedule  
(See <http://www.kshs.org/retentionschedules>)
- Determine records' immediate destination – offsite records storage, Archives, or Destroy.
- Request transfer forms for archival records from **State Archives**.

If you have trouble with any of the above instructions – STOP. Contact **State Archives** for help.

## GENERAL INFORMATION

- Filling boxes with your agency's records
  - a. Boxes hold letter and legal size folders, do NOT use metal hanging folders
  - b. Do not over fill box; leave several inches of space  
(you should be able to lift the box waist high with ease)
- Labeling boxes
  - a. List agency, division, and bureau/section/program from which records come
  - b. List series ID number/title and any sub-series titles
  - c. List beginning and ending dates, alpha/numerical filing, or other unique information
- Filling out Transfer Form
  - a. Complete top portion of form; complete box information in bottom portion of form
  - b. List Series ID number beside boxes with the same series. Note any Restrictions
  - c. List beginning and ending dates, alpha/numerical filing, or other unique information for each box
  - d. Attach box list for each box

### **STATE ARCHIVES**

State facility housing inactive government records of historical significance, in Kansas Historical Society's custody

Contact: Mark Cole – 785-272-8681 ext. 140

1. Filling boxes: More than one series can go in boxes.
2. Labeling boxes: Labels preferred; otherwise use pencil (see attached image).
3. Transfer form: May have more than one series per box per page. List Series ID#/ beside each individual box or series of boxes.

E-mail completed transfer forms to Mark Cole [mcole@kshs.org](mailto:mcole@kshs.org) for approval.  
Phone: 272-8681, x. 140 Address: Kansas Historical Society 6425 SW 6<sup>th</sup> Ave.

**When forms have been approved you will be contacted regarding a pick-up time for boxes.**