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 for approval.
Phone: 272-8681, x. 140 Address: Kansas Historical Society 6425 SW 6th Ave.

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