Archives Box / Folder List Instructions

When transferring materials to the Harvard University Archives, a box/folder list is required prior to pick up of the boxes. On the first tab of the Excel file is a box list, which is a general description of the records in each box. On the second tab you will find a folder list, which is a list of the titles of each folder/item in the box. After you have filled out the list, please send the completed form to RMS at archives_transfers@harvard.edu.

BOX LIST

Box Number

Keep track of the cartons in your transfer by numbering each box. Be sure the number assigned on this list matches the labels on the boxes.

Records Schedule #

The General Records Schedule or your office-specific records schedule number identifying the type of records in the box. For example, the GRS schedule number for Committee Records is 1030 (be sure to add an "a", or "b" depending on the specific records in the box).

Box Title

Briefly describes the records in the box. Use whatever name you normally use for the records or use the title from the records schedule.

Contents Description

Brief description of the records in the box. Some examples are an alphabetic range, a numerical range, or a more specific description of the types of records.

Dates

Begin date: The date of the earliest record in the box.

End date: The date of the most recent record in the box.

FOLDER LIST

Box Number

List the box number where the folder/item resides.

Records Schedule #

Use the schedule number that you used on the box list.

Box Title

The box title should describe the folder/item. You can use whatever appears on the folder tab or item label.

Dates

Begin date: The date of the earliest record in the folder or associated with the item.

End date: The date of the most recent record in the folder or associated with the item.