



Archives Transfer Instructions for University Offices

1. Identify Records Eligible for Transfer

Consult the [General Records Schedule](#) or [contact Records Management Services](#) to make sure that the records have passed their retention and are eligible for transfer to the Archives. The schedule retention statement will prompt you to "Contact Archives" or "Transfer to Archives". In addition, the records should no longer be needed by your office for regular business purposes.

Records are appraised for their content and historical value prior to their transfer. We may have some specific questions about your records, and may ask to see them prior to the transfer. If you have a deadline for removal of the boxes from your office, please let us know.

2. Order Empty Boxes

Order standard record cartons by sending an e-mail to archives_transfers@harvard.edu. Include the number of boxes you will need and delivery location.

3. Pack Records

Make sure boxes are packed and labeled correctly. Refer to our [packing tips](#) for guidance. You may use our [label template](#) to create labels for your boxes.

4. Complete Transfer Form

For each deposit, complete the [Archives Transfer Authorization](#) and the [Archives Box/Folder List](#). Refer to the [instructions](#) for completing the lists.

5. Arrange for Pick Up

Sign and scan the Archives Transfer Authorization and attach it to an [email](#) with the Archives Box/Folder List or fax the signed Archives Transfer Authorization to 495-8011. We will review them and make arrangements for the boxes to be delivered to our office.

CONTACT RECORDS MANAGEMENT SERVICES

If you have any questions or are ready to order boxes, please call us at 495-5961 or send an e-mail to archives_transfers@harvard.edu.