

The following is General Letter 1A from the Connecticut State Library

To: Administrative Heads of Agencies,
Records Management Liaison Officers,
Personnel, Business and Fiscal Officers

From: Mark H. Jones, State Archivist

Date: July 27, 1988

Subject: Transfer of Records to State Archives

Effective immediately the following will govern State Archival operations in appraising agency records for archival value and in accessioning records into the State Library:

1. In all contacts with agencies, staff prefer to work with official RMLO's, i.e., Records Management Liaison Officers as designated by the Office of Public Records Administrator, Connecticut State Library. RMLO's may designate Sub-RMLO's or person(s) in offices of origination of the records as contacts. Before contacting State Archives staff, RMLO's should review agency records retention schedules.
2. No archival records will be accepted into the State Library without prior appraisal by State Archives' staff. Do not send records through, the mail, by courier, or other means of transport without first contacting State Archival operations. Staff may need to make on-site visits in order to examine records. RMLO's should make certain that Archives staff has access to the records and that persons possessing knowledge about the function and contents of the record are available to answer questions.
3. After CSL staff have appraised records as archival, agency responsibilities include reboxing records, creating container lists, labeling boxes, transporting records to designated CSL facilities, off-loading records and moving to shelving areas, and placing boxes onto shelves, under supervision of CSL staff.
 - (a) Agencies must rebox files and other loose items into cubic foot records cartons available through State Purchasing, Middletown in order to ensure proper handling and transport. Do not utilize large transfile boxes. State Archives staff are available to demonstrate proper construction of boxes. Improperly constructed boxes and lids will not be accepted and will be returned to the agency.
 - (b) Files should be placed in boxes in the same order as in filing drawers. Do not overload boxes. Do not take files out of folders and place in boxes. Improperly loaded boxes will not be accepted by archives staff and will be returned to the agency. State Archives staff are available to demonstrate how to properly place files or other loose items in boxes. RMLO's should consult

with State Archives staff on the best method to pack oversized material for transfer.

- (c) Container listings must accompany or be sent to the State Archives ahead of the day of physical transfer. State Archives staff will not accept records from agencies without proper container lists. A contained list of files, for instance, should include the box number and then a list of individual file titles or contents per box. Container lists should be typed, and the RMLO should retain a copy with other transfer documentation. Properly completed container lists will aid in processing records and enable quick access to accessioned records prior to processing. State Archives staff are available to advise on preparation of container lists.
 - (d) Agency personnel must label boxes adequately with the following: Box number (Arabic numeral beginning with 1 and then numbered consecutively); the name of the agency and subdivision (bureau, department, office); and brief description of the contents of the box, i.e., Commissioner Jones' Subject Files, 1970-1984. State Archives' staff are available to advise on box labeling.
 - (e) Agencies are responsible for transporting boxes to designated State Library facilities, off-loading boxes, and placing on shelves in the order prescribed by State Archives staff. Use a closed vehicle for transportation. For transfers of several records, load boxes in order beginning with the last number and ending with the first number. This will facilitate off-loading and shelving.
- 4) Transfers are officially completed with the completion of the State Archives Memorandum of Transfer. The form currently is being revised. Contact the State Archives in order to obtain a copy of the most recent version. Transfer forms must accompany shipments of boxes or be sent to the State Archives immediately after the physical transfer. RMLO's should always retain a completed copy for their files. RMLO's may send transfer forms with container listings.

The State Archives staff is available to consult with you about any of the above items and to provide advisory services so that your agency can carry out these measures. Please call 566-5650.

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