



University of the West Indies, Mona

Transferring Records to the Records Centre

Transfer of records to the Records Centre is accomplished by following a few steps. It is to be carefully noted that the record centre is not a dumping ground for unwanted records. The centre, therefore, will only accept records, which have been dealt with according to University Archives and Records Management Programme Policy.

The steps are as follows:

1. Contact the centre at ext. 2626 ((876) 935-8626)
2. Complete a Records Centre **Transfer/Destruction Form**. If an approved Records Retention and Disposition Authority (RRDA) covers the records you wish to transfer, fill out the form. If you are not sure of the record status, contact the **Archives Advisory Services** staff who will assist you to identify if the records are covered by an existing RRDA or whether a new one must be developed.
3. List and box records to be transferred. To do so, secure Inventory forms and the record centre boxes.
4. Sort boxes according to their RRDA schedule and filed in the boxes from left to right with file numbers or name at the top. Pack files loosely to facilitate easy retrieval and to allow for interfiles.
5. Label boxes in the places provided. (Write with pencil only).
 - Number each batch of records to be transferred consecutively. Do not use roman numerals or alphanumeric numbering.
 - Give a brief description of contents.
 - Fill in disposition date. This should be calculated using the retention period in the RRDA and adding it to the date of the last document on file. The new date is the disposition date. The final disposition should be implemented in the following year.
 - Final disposition may be : D for Destroy; A for Archive; SR for Selective Retention; SA for Specimens for Archive

- The records centre staff upon transfer of the records will supply the Accession Number and Records Centre Number. Each transfer of records should be accompanied by a prepared Inventory listing and an approved RRDA. The accession number and the location number in the record centre will be added to the listing and a copy of the updated list returned to the transferring office. Accession numbers are assigned based on the year and batch of transfer.