

Archival Transfer Checklist

ARM will assist your office in transferring the custody of your archival records to the Center for the History of Medicine. In order to quickly and accurately make this transfer, please make sure that you complete all the steps outlined in this checklist. If you need assistance or have questions about any aspect of the archival transfer process, please contact the ARM program at 617.432.6194 or by email at ARM@hms.harvard.edu.

√	Tasks
	<p>1. Contact ARM to obtain:</p> <ul style="list-style-type: none"> • Standard records center boxes (12”L x 15”W x 10”H) • Electronic <i>Box/Folder List</i> template (Excel document)
	<p>2. Arrange and pack records. Boxes should be packed accordingly:</p> <ul style="list-style-type: none"> • All records in a single box should be from the same General Records Schedule series. • Letter-size folders should be packed facing the 12” side of the box, and legal-size facing the 15” side of the box. Mixed letter and legal should face the 15” side. • Box records the same way they were filed in the office (for easy retrieval) • Box lids should fit tightly—no hanging folders, upright binders, or overstuffing
	<p>3. Prepare Box / Folder List</p> <ul style="list-style-type: none"> • Determine records series using the General Records Schedule and guidance from ARM • Do not abbreviate or add/subtract columns • Dates must be in a consistent format • Delete instructions, samples, and unnecessary blank lines (ex. Close date) when completed
	<p>4. Send an email to ARM@hms.harvard.edu</p> <ul style="list-style-type: none"> • Attach the Box/Folder List • ARM will review your paperwork for accuracy
	<p>5. ARM will deliver Accession Record, barcodes, and labels to your office</p> <ul style="list-style-type: none"> • ARM will work with you to fill out all required fields of Accession Record • Labels are placed in middle of 12” side of box within “Contents” column • <u>Two barcodes (with same number) are provided for each box:</u> <ul style="list-style-type: none"> ○ First barcode placed <u>outside</u> box in upper left corner within “Box No.” column ○ Second barcode placed <u>inside</u> box in back upper right corner ○ All barcodes will begin with an “HC” prefix
	<p>6. ARM will schedule a pick-up</p> <ul style="list-style-type: none"> • Designate a contact within your office to be available for the pick up • Separate archival boxes into their own distinct pile. A sign placed on top of the pile(s) clearly identifying them for an archival pick-up is highly recommended. • ARM staff will retrieve your boxes or will schedule an office pick-up with the Harvard Depository couriers
	<p>7. Notify ARM of your successful pick-up</p> <ul style="list-style-type: none"> • If a Harvard Depository Courier retrieves your boxes, please notify arm@hms.harvard.edu that your pick-up took place as scheduled.