



# TIME TO PAC UP

## **A Records Management Moving Guide for Records Officers**

**Created by the Utah Division of Archives  
and Records Service, 2019**

# Greetings, Records Officer!

Congratulations on your upcoming move!

The following pages present one approach to managing your agency's records throughout the move.

Work with your chief administrative officer and other key individuals to create a moving plan tailored to your own agency's timeline, personnel, and specific needs.

Consider the following issues:

- What records do you currently have?
- How will you pack up and move the records?
- How will you keep track of record movement?
- What deadlines must you meet?

# State Archives is here to help

The Utah Division of Archives and Records Service is here to help you. Your RIM (records and information management) specialist can provide the following services:

- In-agency training on how to sort and box records
- Assistance updating agency retention schedules
- On-site or remote assistance on packing day to help find retention schedules

Please contact your RIM specialist to arrange for office visits:

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See the inside back cover for agency assignment information.

# Step 1. Inventory your records

Create an inventory to track all information assets. Your inventory may be as detailed or as simple as you like. See page 14 and [archives.utah.gov/rim/templates.html](https://archives.utah.gov/rim/templates.html) for sample inventory sheets.

## What to inventory

- Records in employees' offices
- Records in common office areas, closets, bookshelves, or file cabinets
- Non-records which must be moved, such as reference materials

## What information to capture

- Name/type of record (record series)
- Record location
- Retention period (if known) and disposition (keep or destroy)
- Potential restricted information in the records
- Contact person or records custodian

## Determining retention for records

Each record follows a retention schedule stating how long the record should be kept. To find a retention schedule:

## 1. Look up your agency's retention schedules

Go to the State Archives Retention Schedule page at [archives.utah.gov/rim/retention-schedules.html](https://archives.utah.gov/rim/retention-schedules.html) to find schedules which have already been set up:

- Enter your agency name in the box that says “Search by agency name” (under the “Series-Specific Retention Schedules” heading)
- Select your agency from the list
- Click the link for “Retention and Classification Report”

Your RIM specialist can help update your agency's retention schedules as necessary.

## 2. Look up general retention schedules

The State Archives has a number of pre-approved general retention schedules (or GRS) you may use. Go to the State Archives Retention Schedule page at [archives.utah.gov/rim/retention-schedules.html](https://archives.utah.gov/rim/retention-schedules.html) and enter a word or phrase in the main search box to find a schedule.

## 3. Ask your RIM specialist

If you're still not sure how long to keep a record, contact your RIM specialist for assistance.

## Step 2. Teach employees how to sort and box records

Whether employees will be sorting and boxing records on their own or as part of an agency-wide packing day, please share the following guidelines, or invite your RIM specialist to present an agency-wide training:

- Separate records from non-records, as non-records don't need to follow a retention schedule
- A **record** means any documentary material (like a document, paper, map, plan, photograph, recording, digital file, etc.) that is prepared, owned, received or retained by your agency. See Utah Code [63G-2-103\(22\)](#) for more details
- Some common **non-records** include personal notes, junk mail, vendor catalogs, temporary drafts that haven't been distributed, and daily calendars
- Sort records by record type (record series)
- Use the retention schedules from step 1 to determine which records will move to the new building, which will be sent to the State Records Center or State Archives, and which will be destroyed

## For records going to the new location

Determine the best strategy for your agency to sort and box your records.

- Will there be a central packing day when every employee sorts and boxes their records? Or will employees be responsible to schedule their own sorting and boxing of records?
- How will your agency label the boxes? Or will each person label their own boxes? Keep in mind you'll need to keep track of these boxes as they're moved

## For records going to the State Records Center or State Archives

Pack boxes according to Records Center standards. See full instructions online at [archives.utah.gov/rim/transferring-records.html](https://archives.utah.gov/rim/transferring-records.html)

- Use official Archives boxes (Office Depot item #285052)
- Pack **one series** to a box
- Use manila folders (not hanging folders)
- Staples and paper clips do **not** need to be removed
- Create an inventory sheet for the contents of **each** box; put a copy of the inventory sheet in the box, and keep a copy for your agency's reference

Your inventory should include the following:

- Your box number
- Series number and name
- Folder names and ranges of contents

## Step 3. Sort and box records

Schedule dedicated time for employees to pack up records. You may want to coordinate with other divisions/departments in your building, and/or order additional shredding bins or records destruction services.

Contact your RIM specialist if you would like to have a RIM specialist on hand to answer questions during packing day.

### A note about duplicate records

Each agency is responsible for deciding which document or file is the official record\* (also known as “record copy”).

- A digital record can be the official record
- A copy of the original can be the official record

Whatever you decide, the official record needs to follow the retention schedule. Other copies should not be kept longer than the official record.

### A note about digitized records

- If your digitized records are permanent, please send the original paper copies to the State Archives
- You may destroy non-permanent paper originals or copies if they have been successfully digitized

## Step 4. Send boxes to their new home

### For records going to the new location

Keep track of boxes as they are moved. For each box, you should know:

- Where the records came from and where they should go in the new location
- Who is in charge of the records
- When the box was moved, and by whom

## For records going to the State Records Center or State Archives

Track the following information for each box that is transferred:

- Your box number
- Box destination (State Records Center or State Archives)
- Date the transfer form was submitted, and by whom
- Actual date box is sent

To transfer a box, submit an online transfer form at [archives.utah.gov/rim/forms/rts.html](https://archives.utah.gov/rim/forms/rts.html)

- Submit a new transfer form for each series
- Multiple boxes (from the same series) may be included on one transfer form

The State Records Center or State Archives will contact you after you submit the transfer form to arrange delivery of the boxes.

# Records to Watch For

Keep an eye out for records which document these themes:

- Civil rights
- Rights of citizens
- Law enforcement and major crime
- Military action and service
- Documentation of underrepresented communities
- Immigration
- Education trends
- Environment and pollution
- Land use
- Water use
- Disasters and disaster response
- Utah's Territorial era
- Anything over 100 years old

If you find these or other records which may be historically valuable, please contact your RIM specialist.

# Online Resources

## Retention schedules

[archives.utah.gov/rim/retention-schedules.html](https://archives.utah.gov/rim/retention-schedules.html)

- Search in the main search box for general retention schedules
- Search under “Series-Specific Retention Schedules” for your agency’s retention schedules

## Transfer instructions

[archives.utah.gov/rim/transferring-records.html](https://archives.utah.gov/rim/transferring-records.html)

## Transfer form

[archives.utah.gov/rim/forms/rts.html](https://archives.utah.gov/rim/forms/rts.html)

## Inventory templates

[archives.utah.gov/rim/templates.html](https://archives.utah.gov/rim/templates.html)

## Glossary of RIM terms

[archives.utah.gov/rim/glossary.html](https://archives.utah.gov/rim/glossary.html)

## State Archives RIM specialists

[archives.utah.gov/rim/records-analysts.html](https://archives.utah.gov/rim/records-analysts.html)

# Sample Inventory Sheets

## Pre-move inventory

Record Name/Type	Description	Location
Vendor Contracts	Contracts with computer vendors for system upgrades	File cabinet in storage room

## Box inventory sheet

Place a copy of this sheet in each box going to the State Records Center or State Archives, and keep a copy for reference

Box Number	Box Dates	Series Number	Series Name
M2019-3	2015-2019	64562	Vendor Contracts

## Boxes transferred

Box Number	Box Dates	Series Number	Series Name
M2019-3	2015-2019	64562	Vendor Contracts

## Destruction log

Date of Destruction	Legal Authority (Series Number or General Retention Schedule)	Series Title / Record Description
8/7/20	64562	Vendor Contracts

Templates available online at [archives.utah.gov/rim/templates.html](http://archives.utah.gov/rim/templates.html)

Retention	Disposition	Contact Person	Notes
<i>7 years after expiration</i>	<i>destroy</i>	<i>Bob Thompson</i>	

Folder Name	Folder Range	Description
<i>2019-01</i>	<i>January 2019</i>	<i>Harry's Tech, ABC Corp</i>

Box Destination	Date Transferred	Notes
<i>Records Center</i>	<i>10/12/2020</i>	

Dates Included	Authorized Signature	Notes
<i>2005-2010</i>	<i>Debbie Downs</i>	

# General Retention Schedules

## Agency Programs & History

	Retention	Disposition	GRS No.
Agency history records	Until need ends	Transfer to State Archives	(GRS-1723)
Program and policy development records	3 years after final action	Transfer to State Archives	(GRS-1717)

## Budget, Finance, Payroll, Purchasing

Accounts payable and receivable	7 years	Destroy	(GRS-1854)
Budget records	4 years	Destroy	(GRS-1856)
Payroll	3 years	Destroy	(GRS-1903)
Purchase orders and requisition records	4 years	Destroy	(GRS-1544)

## Contracts & Grants

Contract records	7 years after expiration	Destroy	(GRS-1731)
Grant records	7 years after final action	Destroy	(GRS-1859)

## Correspondence

Executive correspondence	5 years after separation	Transfer to State Archives	(GRS-1758)
Routine administrative correspondence	3 years	Destroy	(GRS-1760)
Transitory correspondence	Until resolution of issue	Destroy	(GRS-1759)

## Meetings

Closed meeting records	3 years	Transfer to State Archives	(GRS-1710)
Executive internal committee records	Until need ends	Transfer to State Archives	(GRS-1726)
Internal committee records	Until resolution of issue	Destroy	(GRS-1725)
Open meeting minutes & public materials	3 years	Transfer to State Archives	(GRS-1709)
Open meeting recordings	3 years	Destroy	(GRS-1712)

## Public Relations

Public relations records	Until need ends	Transfer to State Archives	(GRS-1716)
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## Reports & Publications

Annual or official reports	Upon publication	Transfer to State Archives	(GRS-3)
Publications	Upon publication	Transfer to State Archives	(GRS-1678)

## Find Additional General Retention Schedules Online

- Visit [archives.utah.gov/rim/retention-schedules.html](https://archives.utah.gov/rim/retention-schedules.html)
- Enter a search term into the search box
- If you cannot find a schedule, please contact your RIM specialist for assistance

# State Archives RIM Specialists

Renée Wilson

[renewilson@utah.gov](mailto:renewilson@utah.gov)

801-531-3842

- Governor's Office
- Governor's Independent Boards and Commissions
- Attorney General's Office
- State Treasurer
- State Auditor
- Legislature
- State departments:
  - Administrative Services
  - Agriculture and Food
  - Corrections
  - Environmental Quality
  - Human Resource Management
  - Human Services
  - National Guard
  - Public Safety (except for UHP and POST)
  - School and Institutional Trust Lands Administration (SITLA)
  - Technology Services
  - Transportation
  - Veterans and Military Affairs
  - Workforce Services

Avalon Snell

[avalonsnell@utah.gov](mailto:avalonsnell@utah.gov)

801-531-3866

- Special, local, interlocal, and transit districts
- State departments:
  - Commerce
  - Health
  - Heritage and Arts
  - Insurance
  - Labor Commission
  - Natural Resources
  - Public Service Commission
  - Tax Commission

## Rebekkah Shaw

[rshaw@utah.gov](mailto:rshaw@utah.gov)

801-531-3851

- Education agencies:
  - Charter schools
  - School districts
  - Utah State Board of Education
  - Utah System of Higher Education
  - Utah System of Technical Colleges
  - General retention schedule updates and creation

## Heidi Steed

[hsteed@utah.gov](mailto:hsteed@utah.gov)

801-531-3860

- Counties
- Municipalities
- Law enforcement (including UHP and POST)
- District courts
- Administrative Office of the Courts

## General line

[recordsmanagement@utah.gov](mailto:recordsmanagement@utah.gov)

801-531-3863

# How To Transfer Boxes to the State Records Center

## Order boxes



Call **888-263-3423** and order item #**285052** (\$2.43 per box); you'll need to provide your state contract (NASPO) account number, or create an account

## Prepare boxes



Remove records from binders and hanging files and put them in manila folders



Put an inventory sheet inside each box and keep a copy for your agency's reference



Don't overfill! Lid should fit snugly and be taped securely to the box



Write a box number and other info directly on the box with thick, black permanent marker

## Submit form



Fill out the transfer form at **[go.usa.gov/xEAhz](http://go.usa.gov/xEAhz)**. You'll need to know your record series number, box numbers, and date range of the records



The Records Center will contact you to coordinate shipment of the boxes

## Send boxes



Send boxes to the Records Center

Via mail  
Utah State Records Center  
PO Box 141029  
Salt Lake City, UT 84114

In person (by arrangement)  
Building C-6  
5th St. & C St.  
Clearfield, UT 84015



All boxes submitted on one transfer sheet must arrive together in one shipment

Full instructions at [archives.utah.gov/rim/transferring-records.html](http://archives.utah.gov/rim/transferring-records.html)

**Questions?** 801-525-3020 Records Center  
801-531-3863 RIM Specialists