

MANAGING PUBLIC
SECTOR RECORDS

A Training Programme

Managing Records Centres: A Procedures Manual



INTERNATIONAL
COUNCIL ON ARCHIVES



INTERNATIONAL RECORDS
MANAGEMENT TRUST

MANAGING RECORDS CENTRES: A
PROCEDURES MANUAL

MANAGING PUBLIC SECTOR RECORDS
A STUDY PROGRAMME

General Editor, Michael Roper; Managing Editor, Laura Millar

MANAGING RECORDS
CENTRES: A PROCEDURES
MANUAL

Managing Records Centres: A Procedures Manual

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Managing Records Centres: A Procedures Manual

Prepared by the staff of the International Records Management Trust.

CONTENTS

Introduction		1
Section 1	Liaising with Records Offices	3
Section 2	Accessioning Records to the Records Centre	6
Section 3	Using Files Held in the Records Centre	10
Section 4	Maintaining Security Measures	13
Section 5	Applying Action Dates	14
Section 6	Compiling Statistics	18
Section 7	Sample Forms	19

SAMPLE FORMS

The following sample forms are shown in Section 7; they are organised by figure number.

1. Proposal to Destroy Scheduled Records
2. Records Centre Transfer List
3. Records Centre Accessions Register
4. Records Centre Location Register
5. Records Centre Request Form
6. Records Centre Issue Sticker
7. Records Centre Disposal Form
8. Archives Accession Form

INTRODUCTION TO *MANAGING RECORDS CENTRES: A PROCEDURES MANUAL*

Within governments, businesses or organisations, the records centre is the vital link between the record creating agencies and the agency's records office. The records centre cares for records that are no longer in current administrative use, but cannot yet be destroyed or transferred to archival storage.

When records are in active use they are managed by records offices according to procedures laid down in the *Managing Current Records: A Procedures Manual*. That manual also defines the procedures for transferring records to and retrieving records from the records centre after their active period.

Managing Records Centres: A Procedures Manual defines the procedures for managing the records after they have been transferred from the records office to the records centre. By providing clean, secure and well-organised high density storage, the records centre enables valuable space to be released in records offices. The records centre staff are responsible for

- providing an efficient retrieval service for agencies who wish to consult their transferred records
- facilitating the authorised and timely destruction of records that are no longer needed for on-going business and that lack archival value
- ensuring that records with archival value are transferred to the archival institution
- providing records centre users with advice and help on the use of the facilities.

Records centre holdings are not available to the public.

TERMINOLOGY

In this manual, 'records office' is used to refer registries or any unit that creates and maintains current files. The manual refers to 'archival institution', 'records office', 'records centre' and 'records and archives institution' in a generic sense. The body that controls the archival institution, records centre and records offices is referred to as the 'records and archives institution'. In some government or business situations, the archival facility may take on all record-keeping functions. Note that the term 'archives'

is displayed in lower case when referring to the materials; the term ‘archival institution’ is used when referring to the agency itself. Users should apply appropriate terminology for their specific situation, such as ‘national archives’, ‘provincial records centre’ or ‘corporate records office’.

SAMPLE FORMS

All forms are included at the end of this manual, in Section 7, for ease of access by users.

Liaising with Records Offices

PROCEDURES FOR LIAISING WITH RECORDS OFFICES

Managing Current Records: A Procedures Manual defines the procedures for the disposal of records after their active period. These procedures are summarised here for the staff of the records centre who liaise closely with the records offices. Active co-operation between records centre and records office staff is particularly important when records are required by users in the agency concerned, when closed records are scheduled to be destroyed in records offices or when records are scheduled for transfer to the records centre.

Closing Files

Records offices are required to close files at regular intervals. Files should be closed as soon as they become three centimetres (approximately one inch) thick, or when they become five years old, whichever is the sooner. This ensures that the files are kept to a manageable size and prevents the build-up of old and redundant papers in current records systems. Records offices must ensure that no further enclosures are added to the files after they are closed.

The method of closing a file is to write the word 'CLOSED' diagonally in bold letters across the front cover, together with the date, thus cancelling the file's active status. The last (most recent) minute sheet on the left-hand side of the file must be cancelled in the same fashion. The file transit sheet and other control documentation must also be marked to show that the file has been closed and the date upon which this was done.

If it is necessary for action to be continued on a topic covered in a file that has been closed, this must be done by creating a new file part. If a subsequent part has been opened must be noted on the transit sheet for the closed part. This is in addition to creating all the usual control documentation for the new part. The control documentation for the new part should also note the existence of the closed part, as appropriate.

Custody of Closed Files in Records Offices

No new action may be taken on a file once it is closed, and no enclosures should be added; however, closed files should be kept available in the records office for a period of time so that users may refer to them. This time should be limited and should be specified in the disposal schedules. Correspondence files, for example, are normally transferred to the records centre three years after closure. If users request these files, the file movement should be recorded on the relevant transit sheet. If the records office also holds the current part of a closed file, that should be passed to the action officer with the closed part after the transit records have been completed.

Disposal Schedules

Decisions regarding the timing and method of the disposal of closed official files and other records are made by the director of the records and archives institution in consultation with the relevant authorities. Disposal can include

- physical destruction
- transfer to the records centre
- transfer to the archival institution.

Disposal schedules are the means by which the records and archives institution lays down its instructions for the disposal of records.

Records offices are issued with the specific schedule(s) relating to their own agency or unit as well as with copies of relevant general schedules relating to records usually created by all agencies. The schedules lay down the period of time during which closed files must be held in the records office. After this period, some records are destroyed, but the majority are transferred to the records centre.

Records office staff are responsible for seeing that closed files and other records are transferred to the records centre at the proper time. The head of the records office will notify the records centre if there are specific reasons why records should be retained for periods other than those laid down in the schedule.

The records centre holds copies of all disposal schedules. Once the records have been transferred to the records centre, the staff are responsible for ensuring that all procedures laid down for records in the schedule are carried out, including reviewing (when required), destruction or transfer to the archival institution.

Destruction of Records Held in Records Offices

Records that are scheduled for destruction in one year or less should not be transferred to the records centre unless no storage is available in the creating agency or unit. Transfers of records that are to be destroyed in one year or less must be approved by the director of the records and archives institution.

Every six months the records office will complete in duplicate a Proposal to Destroy Scheduled Records listing the records scheduled for destruction, the covering dates, the number of files and the relevant schedule number. The records centre will authorise destruction, or, if there is any query, will inspect and review the records. The records office will destroy the records by controlled shredding and recycling or by incineration. (See also Section Five.)

See Figure 1: Proposal to Destroy Scheduled Records.

Vital Records

Vital records are defined as those records essential to the continuation of the government, business or organisation in the event of catastrophic loss. Some vital records will be held by records offices either because they are active or because they have been recently closed. Other vital records will be held by the records centre. Records centre staff must be aware of the existence and state of vital records, both those in the records centre and those in the records offices. Records centre staff must collaborate with records office staff to ensure that vital records are given priority treatment in the event of a disaster. Generally vital records should be duplicated and the second copy kept in a different building.

Emergency Planning

Records offices and the records centre should collaborate in drawing up and implementing an emergency plan (also called a disaster plan or business resumption plan), in order to ensure the best possible recovery in the event of a disaster involving the loss of records, or damage to records, in any agency and unit. The emergency plan should also cover the possibility of damage occurring in the records centre itself.

For more information on vital records care and emergency planning, see Emergency Planning for Records and Archives Services.

ACCESSIONING RECORDS TO THE RECORDS CENTRE

PROCEDURES FOR ACCESSIONING RECORDS

The records centre staff advise records offices on how to apply disposal schedules and on how to arrange for the transfer of records from the records offices to the records centre. The records centre will not normally accept records which are not included on a disposal schedule. If such a transfer is requested, it must be authorised by the director of the records and archives institution. Records office staff can ask for help from the records centre when necessary, either by visiting in person or by telephoning.

When the records centre staff first make contact with a records office, the records centre issues the records office with a code number. An index of code numbers issued is maintained by the records centre. The records office must always quote its code number when making a transfer to the records centre or in any other communication.

The procedures for transferring records to the records centre are described below.

1. When a records office asks to make a transfer, send an appropriate number of empty boxes with four copies of the records centre transfer list for each box. (If photocopying is available, it may be sufficient to send one copy.) Record the number of boxes and forms you have supplied in the records centre supplies register.
2. The records office will return the boxes full of files with three copies of the completed records centre transfer list for the box inside each box. The fourth copy will be kept by the records office for reference. The boxes should be temporarily numbered in sequence. The transfer list should include the following details:
 - name and address of transferring agency
 - records office code number
 - the consignment number (each transfer from the records office is given a number in sequence, beginning at one)

- details of the records being transferred, with their reference numbers or codes, titles or description, and covering dates; titles or descriptions should always be sufficiently complete to allow later retrieval of the record.

See Figure 2: Records Centre Transfer List.

Note that the action category (destroy, review, permanent), the action date and the records centre box number and location number are left blank by the records office. This information is added to the transfer list by the records centre staff.

3. All copies of the transfer list should be legible. Check to see that the number of boxes returned is the same as the number sent. Boxes are costly and should not be left unused or diverted to improper purposes.
4. Enter the details of the transfer in the records centre accessions register.

See Figure 3: Records Centre Accessions Register.

5. Place the boxes in the consignment in order and deal with them in sequence, one at a time. For each box remove the records centre transfer list and check that
 - the form has been completed correctly
 - there is an adequate description of the contents but with the action date column left blank
 - the covering dates have been entered (it is from these that the action date is calculated)
 - the contents of the box are the same as those listed on the transfer list
 - the records are clean and orderly, without metal clips or ephemeral additions.
6. If it appears that the records sent in the boxes are not the correct ones, if they are not in order, or if they have not been prepared properly, ask a senior member of the records centre staff to contact the records office and sort out the problem. The records office staff have been given instructions on the proper method of preparing records for transfer in the *Managing Current Records: A Procedure Manual*. If the transfer procedures have not been carried out properly, the records centre may request the records office concerned to take back the records and prepare them again.
7. Look at the appropriate disposal schedule(s) and decide what is the correct action category and the action date.
8. Make sure that no box contains a mixture of records that requires different types of action.
9. Thus, no box should contain some records which are to be destroyed, some which are to be reviewed and some which are to be transferred to the archival institution. If you

find such a box, divide the records into the different categories and put each into a separate box. Amend all copies of the transfer lists as necessary.

- If the action category on the schedule is to *destroy* after a certain period, write the correct destruction date into the appropriate column of each copy of the transfer list. Indicate the action category (*destroy*) in the appropriate space on the form. There must be only one destruction date for each box, so take the latest destruction date as the destruction date for the whole box.
 - If the action category is to *review* after a certain period, write the correct review date in the appropriate column of each copy of the transfer list. Indicate that the action category is *review*. There must be only one review date per box, so take the latest review date as the review date for the whole box.
 - If the action category is *permanent*, write this on the transfer list with the date on which the box is to be transferred to the archival institution. Indicate that the action category is permanent. There must be only one transfer date per box, so take the latest date as the effective one for the whole box.
10. Find the next vacant storage location from the records centre location register. Do not allocate blocks of shelf space to particular records offices as this tends to waste space and makes it more difficult to manage the vacant locations. Note that the location number is not the same as the box number. A location number refers uniquely to a particular space on the shelf. The box occupying that space will change when the contents are destroyed or transferred to the archival institution and a new box is placed in that location.

See Figure 4: Records Centre Location Register.

11. Mark each box in sequence with the next available box number. Maintain a list showing all available box numbers (for example, 0001 – 5000) at the beginning of the records centre location register. Cross the number off the list when it has been used. The purpose of this list is simply to help keep track of the numbers used and to ensure that there are no gaps or duplications in box numbering.
12. If new shelves are added to the records centre the new locations must be added to the register. Remember that individual box numbers are never re-used, although location numbers are. The locations number remains constant for that position on the shelves.
13. Record in the register the location numbers allocated to the boxes.
14. Place the box in the correct location. Enter the box numbers and location numbers on the appropriate transfer lists.

15. Make sure the boxes are securely labelled with the originating office code number, the box number and the location number. These should be the only marks on the outside of the box.
16. Enter the 'action' details of the consignment in the records centre accessions register.
17. Distribute completed copies of the records centre transfer list as follows.
 - *Master Transfers File*: File the first copy in a separate file kept for each transferring agency and unit, in their date order as received.
 - *Action Dates File*: File the second copy in a single sequence by the year and month that the box is scheduled for review, destruction or transfer to the archival institution. There must be only one action performed on the records in each box, so if the transfer list has more than one action date, use the latest date for all.
 - *Records office copy*: Send the third copy to the transferring records office for retention as a permanent record. Records offices will consult this form to find out the box number and location of any record they require. On receipt of this copy, the records office should destroy the fourth copy kept at the time of transfer.
18. Each month count up the number of boxes transferred by each records office, and enter this figure in a list at the front of the master transfers file. This statistical record acts also as an index of depositors, since it is a list of transferring agencies together with information on their production of records and the amount of space these records occupy.

USING FILES IN THE RECORDS CENTRE

ISSUING RECORDS TO CREATING AGENCIES

1. Only the agency that created the file, or an agency that is a successor to it, may borrow a file from the records centre. When an agency wishes to borrow a file, its records office will send three copies of the completed records centre request form to the records centre. The form should include the following information:
 - departmental code
 - box number
 - records centre location number
 - title of file or description of record required, and its reference number
 - requester's name and telephone number.

See Figure 5: Records Centre Request Form.

2. If the agency has not provided the box number and location number, consult the records centre location register and note the numbers on the records centre request form.
3. Take the form with you, find the box and remove the required file. Enter the date loaned on all copies of the form. Replace the file with the top copy of the records centre request form by paper clipping the form to the inside of the box.
4. Place a records centre issue sticker on the front cover of the file and write on it the records centre number. If there are no stickers, use a stamp or write the box number on the front of the file. Do not cover up any of the writing on the file cover by doing this.

See Figure 6: Records Centre Issue Sticker.

5. The requested record can then be despatched by records centre messenger or handed over to the requesting officer or his or her representative. When it is handed over, the second copy of the records centre request form is signed and dated by the receiving officer or representative as proof of receipt. Records centre staff should also sign and date the form
6. Place the completed second copy of the records centre request form in box number order in the records issued out index.
7. Place the third copy of the records centre request form in the issue control index in order of date of issue.
8. When the file is returned, find the second copy of the records centre request form in the issues out index, check that it matches the returned file and complete the return date. File the form in the Returned Issues Index in box number order. This index allows for the collection of data on the number of retrievals being made.
9. Use the records centre request form to locate the box from which the file was taken. Remove the top copy of the records centre request form from the box and destroy it. Replace the file.
10. Retrieve the third copy of the records centre request form from the issue control index, complete it with the date of return and send it to the agency that requested the file as a record of the return of the file.
11. At the end of each week check the Issues Out Index. Make sure that all the slips are in box number order. Note any cases of irregularity or overdue returns for investigation. If a file is not returned within one month send a reminder. Send another reminder if the file is not returned within another month. After three months, if the file has still not been returned, report the case to the Head of the records centre. The loan period can be extended in exceptional circumstances.

PERMANENT WITHDRAWAL OF RECORDS

1. Depositors may withdraw records permanently from the records centre. A records centre request form should be made out in the usual way, but the permanent withdrawal option should be marked.
2. Remove the file from its box and clip one copy of the records centre request form inside the box. This copy remains in the box until the remainder of the contents of the box is destroyed or transferred to the archival institution.
3. Place the second copy of the records centre request form in the issues out index, in box number order.

4. Amend all copies of the transfer list held by the records centre, giving details and date of the withdrawal.
5. Write to the transferring agency confirming the permanent withdrawal and asking that the records office copy of the transfer list be amended also.

MAINTAINING SECURITY MEASURES

PROCEDURES FOR MAINTAINING SECURITY MEASURES

A high level of security must be maintained in the records centre at all times. The records held there include many of great sensitivity, arising from all levels of government or corporate activity. If there is any suspicion of poor security, clients of the records centre will lose confidence in it, and its procedures will be rendered difficult or useless. To maintain an adequate level of security, follow these steps.

1. Do not allow any person other than the records centre staff into the storage area without the specific permission of the director of the records and archives institution. The office areas must always be occupied during working hours. The building must be guarded at night. All external doors must be kept locked (subject to safety regulations). Keys must be numbered and kept locked. Spare keys for use in emergency should be kept in a location noted in the emergency plan.
2. Ensure preventive measures against fire, flood and so on are always in force.
3. Do not issue records to anyone other than official representatives of the transferring agency.
4. Ensure that authorised persons consult records under supervision.
5. If requests for access are received by other persons, they must be referred to the director of the records and archives institution who will, if he/she considers it appropriate, seek authorisation from the agency concerned.
6. Ensure that records officially classed as 'secret' or with a higher security classification are kept in the designated areas of the records centre. Records centre staff should activate the machinery for declassifying records wherever possible.
7. Do not allow smoking or eating in the records centre.

APPLYING ACTION DATES

TAKING DISPOSAL ACTION

All records transferred into the records centre must be transferred out of it at the appropriate date. This is triggered by the 'action date', that is, the date on which some pre-determined action (destruction, review or transfer to the archival institution) is scheduled to take place. The records centre staff are responsible for ensuring that the correct procedures are activated and carried out at the right time.

Records scheduled for review are those that cannot be evaluated for retention at an early stage in their life. Usually they are general types of record, such as files of correspondence and other documents, which may be used to record any subject, at any level of importance. These records are distinct from others, whose value (or lack of it) is clear from the beginning, for instance routine financial papers such as vouchers, which only need to be kept for audit purposes, or signed minutes of high-level committees, which must be kept permanently.

Records subject to review are brought up after a period set by the relevant disposal schedule. Arrangements for conducting the review may vary, but the review of records itself must be carried out by appropriate officers in the originating agency in consultation with senior records staff, or by staff of the records and archives institution.

The status of records in the records centre must be reviewed annually so that all those scheduled for action are dealt with appropriately. In January each year, consult the action dates file and identify all boxes that are subject to disposal action in that year. Plan a programme that will ensure that all actions are carried out at the appropriate time or as soon as possible afterwards. For example, if there are too many boxes that require action in January, select the boxes that came from one agency or unit, deal with these and continue in turn with the boxes of other agencies in the following months. An annual disposal action cycle should be completed within one year, otherwise a backlog will build up.

Completing the Annual Review and Disposal Cycle

1. For each batch of records to be dealt with, complete two copies of the records centre disposal form. Notify the head of the records office concerned of the action proposed by sending one copy, to which a copy of the relevant transfer list has been attached. Retain the second copy on a file temporarily until the signed copy has been returned.

See Figure 7: Records Centre Disposal Form.

2. The head of the records office will return the completed form authorising the action, or stating why the records should not be destroyed. If there is a disagreement the director of the records and archives institution can take this up with the head of the agency concerned. Retain the signed copy of the form on a file kept for this purpose.
3. If the files are no longer required by the creating agency, and if the disposal action is review, conduct an appraisal of the files to determine whether they have continuing value. (The review will need to be carried out by the creating agency or the records and archives institution, as appropriate.)
4. If it is decided to retain records beyond their review date because they are seen to have continuing value but a decision about their permanent preservation cannot yet be made, change the review date on the copies of the records centre transfer list in both the transfer file and the action date file. Refile the copy in the action date file under its new action date.
5. If the originating agency does not return the disposal form with an appropriate authorisation within one month, a copy of the form should be sent with a reminder. If there is no reply within another month, notify the director of the records and archives institution.

Destruction of Records in the Records Centre

To destroy records in the records centre, follow these steps.

1. Once the disposal forms have been duly signed by the transferring agency, the records centre is authorised to carry out the destruction. No files may be destroyed unless a disposal form has been received from the creating agency.
2. Identify the location of the boxes which are to be destroyed from the location register. Remove the boxes concerned. The contents should be burned, shredded or recycled under close supervision. When the files have been destroyed, the box number should be crossed off the box and the box reused, if it is in reasonable condition. Remember that destructions are box by box, not file by file. Therefore, as long as a box still contains a file that must be kept, the whole box should be retained.

3. Cross out the entry for the destroyed boxes in the Location Register. This location is now ready to be used for a new transfer.
4. Cross out the entry for the box in the Transfer File and stamp the form with a 'boxes destroyed' stamp, with the date. If there is no stamp, write the action you have taken against the entry. If every box on the records centre transfer list has been destroyed, remove the form and place it in the destroyed boxes file under the agency, unit and then box number.
5. Send a copy of the amended transfer list to the records office which transferred the files and ask that the old form be destroyed.
6. Cross out the entry for the box in the action dates file. If every box on the relevant form has been destroyed remove the form and destroy it.
7. File the signed records centre disposal form in the records centre destruction authorisations file alphabetically, under the name of the creating agency.
8. At the end of the year compile statistics of the number of boxes of records destroyed, in total and by agency, for inclusion in the annual report.

Destruction of Scheduled Records by Records Offices

If records are to be destroyed by records offices, instead of by records centre staff, follow these steps.

1. As described in Section 1, records offices have instructions for the disposal of records when their period of active use is over. Every six months each records office will complete in duplicate a proposal to destroy scheduled records form listing records which have retention periods of less than one year and which are scheduled for destruction.
2. The records centre staff will check the list against the relevant schedules to ensure that the records can be destroyed legally.
3. If it is appropriate to do so, a senior member of records centre staff will authorise destruction by signing the form and returning it. If there is a query, the records centre staff will inspect and review the records and amend the form.
4. Return the signed top copy of the authorised forms to the appropriate records office where it will be held on a registered file. The records office may then proceed to destroy the records through controlled incineration or shredding.

5. Place the second copy of the form on the records office Destructions Authorisations File under the appropriate creating agency.
6. At the end of the year compile statistics of the number of files each agency has destroyed and the total of files destroyed.

Transferring Records to the Archival Institution

If records are to be transferred to the archival institution, follow these steps.

1. Use the action dates file to identify records which are scheduled to be transferred to the archival institution.
2. Remove these boxes and check the contents to ensure that all metal pins, clips etc have been removed and the records are clean and in order.
3. Amend the relevant transfer list in the master transfers file for the agency concerned. Remove the copy of the transfer list from the action dates file and place this copy in a records transferred to archives file.
4. All records to be transferred to the archival institution must be listed. The archival institution will likely use an accession form, and it may ask that this form be completed when preparing the records for transfer.

See Figure 8: Archives Accession Form.

5. Notify the originating agency of the change in status of the records by sending them an amended copy of the transfer list.
6. As records transferred to the archival institution become subject to different regulations, refer any future requests for access to these records to that institution.

COMPILING STATISTICS FOR THE RECORDS SERVICE ANNUAL REPORT

PROCEDURES FOR COMPILING STATISTICS

In order to compile annual statistics, follow these steps:

1. At the beginning of the new financial year, prepare a report on the operations of the records centre for inclusion in the annual report of the records and archives institution.
2. Using the information recorded in the records centre control documentation, as described above, compile statistics, broken down by agencies and units, for each of the following categories of information:
 - number of boxes accessioned to the records centre
 - number of boxes destroyed by the records centre
 - number of scheduled files/items destroyed in records offices
 - number of files/items transferred to the archival institution
 - number of records issued on loan to creating agencies.

SECTION 7

SAMPLE FORMS

Following are sample forms discussed throughout this module. They are organised by figure number as follows:

9. Proposal to Destroy Scheduled Records
10. Records Centre Transfer List
11. Records Centre Accessions Register
12. Records Centre Location Register
13. Records Centre Request Form
14. Records Centre Issue Sticker
15. Records Centre Disposal Form
16. Archives Accession Form

Proposal To Destroy Scheduled Records

To: Head of Records Centre

From: Records Office

Agency/Unit _____

Records Office Code _____

Date: _____

Please may we have your authority to destroy the records listed below, which are now scheduled as scheduled for destruction?

Schedule Number	Title of Series	Covering Dates	Number of files/items

Destruction is hereby authorised.

Signed _____ Date _____

Head of Records Centre

Figure 1: Proposal to Destroy Scheduled Records

Records Centre Transfer List

Continuation Page No.....

Agency _____

Code _____

Unit _____

Consignment No. _____

Record Office _____

Action Category (destroy, review, permanent) _____

For Records Centre Use

Box No.	Title/Description of Records	Ref. Nos.	Covering Dates	Action Date	Records Centre Loc. No.

Figure 2: Records Centre Transfer List

Records Centre Accessions Register								
Date Received	Name/Address Depositing Agency	Records Office Code Number	Consignmen t Number	Number of Boxes	Location Numbers Used	Action Category (add date when completed)		Comments

Figure 3: Records Centre Accessions Register

Records Centre Location Register							
Location	Code	Consignment	Box No	Location	Code	Consignment	Box No

Figure 4: Records Centre Location Register

Records Centre Request Form	
Box number _____	Location _____
	Records Office code number _____
Agency/Unit _____	
File number _____	
File title or description of record required _____	

Date loaned _____	
Signature of issuing officer _____	
Signature of receiving officer _____	
Reminder form sent _____	
Second reminder form sent _____	
Reported to Records Centre manager _____	
Date returned _____	

Figure 5: Records Centre Request Form

Address :

Telephone :

ON LOAN FROM THE RECORDS CENTRE
PLEASE RETURN AS SOON AS POSSIBLE

Box Number _____

Figure 6: Records Centre Issue Sticker

Records Centre Disposal Form

Records Office: _____ Code Number: _____

Consignment Number: _____

The records listed in the enclosed transfer list(s) are now scheduled for action as indicated in the 'action category'.

Please complete and return the reply slip below.

If we receive no response from you within three months of the date of the report form we will assume that you agree to the action as indicated on the transfer list(s).

Signed: _____

Head of Records Centre

Reply Slip

Records Office: _____ Code Number: _____

Consignment Number: _____

I have considered the records listed on the transfer lists(s) and authorise the following action(s):

- 1 The records specified should be destroyed*
- 2 The records specified should be retained for further period of _____ years as the records are still required for official business*
- 3 I recommend that the records be considered for transfer to the archival institution for permanent retention*

**Cross out which are not appropriate*

Signed: _____

Position: _____ Date: _____

Figure 7: Records Centre Disposal Form

Archives Accession Form	
Accession Number (to be completed by archival institution):	
Transferring Ministry/Depositor:	
Is this a transfer from the records centre?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Covering Dates:	
Will more items be added to this series?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Quantity (number of items or boxes):	
Physical Type (files, volumes etc.):	
Physical Condition (note any problems):	
Can Records be Opened After 30 Years? (specify items to be opened earlier or later)	
Further Information (note any items missing or retained, or containing special materials such as photographs, maps, coins and so on)	
Proposed for transfer to Archives by	
<i>Name:</i>	<i>Date:</i>
<i>Position (of representative of ministry/depositor/records centre):</i>	
Accepted for transfer to Archives by	
<i>Name:</i>	<i>Position:</i>
<i>Signature:</i>	<i>Date:</i>

Figure 8: Archives Accession Form