Steps to Archiving Files and Drawings to the GT Warehouse

- **Packing Up the Files:**
  - Boxed files should be packed into specified archive boxes.
    - Standardized records boxes can be obtained through the Georgia Tech Staples website. Use the manufacturer’s number, 12770, to search for the boxes on Staples’ site.
    - An example of the required box is shown at the website below:
  - Drawings should be packed into craft bags and stapled (not taped) shut.
  - The archive department prefers that files are in folders, not ring binders.
  - Do not leave rubber bands, clips, scotch tape, or paper clips on files. *(This will degrade the files over time.)*

- **Complete the Box or Bag Label Form**
  - Avery 5168 labels can be used.
  - A label template is available on the forms website.
  - Example of correctly completed label is below.

![Label Example](image)

Accession Number = Leave blank. This is completed by the archive department.
Department = Facilities Design & Construction
Record Type or Series = Detailed description of contents
Retention Number = This is based on your document and BOR Code
    - Renovations = N6 Permanent, New Construction = N7 Permanent
Date = Beginning and Ending date of information in box
Filing Order = **BY BUILDING NUMBER**
Box Number - If the boxes or bags are part of a series, number them 1 of 3, 2 of 3, 3 of 3, etc.
Please see link below for details on retention numbers for other file types.
http://www.usg.edu/records_management/schedules/A/

- **Label the Box / Drawing Bag**
  - Peel and stick the BOX LABEL to short side of Box or the top of the Drawing Bag.
  - Put the building number in large print in permanent marker on the box or bag.

- **Make sure that you files are entered into the D&C Records Spreadsheet**
  It will be much easier to retrieve your files in the future if you make sure that the designated Facilities employee enters your records with a detailed description of the contents into our master spreadsheet.

- **Contact GT Records Management for Pick Up**
  Call Kevin Brown at 404-367-0499 or Kirk Henderson at 404-894-6223 to schedule pickup.
  Or complete a records request here:
  http://www.library.gatech.edu/archives/records_transfer_form.php

For More information:
http://www.library.gatech.edu/archives/records_transfer.php
E-MAIL: kevin.brown@library.gatech.edu
TITLE: Records Coord II
LOCATION: 0900
PHONE: 404-367-0499

The Library Archives are located at:
1594 Marietta Blvd
Open M-F from 9:00AM – 4:00PM
POC: Kirk Henderson, 894-6223
Kevin Brown, 894-0499