



Records Centre Services Guide

Website: <https://www.lib.uwo.ca/archives/records.html>

Email: retrievals@uwo.ca

Telephone: x81061

Please use the Records Centre Request Form for placing all orders:

<https://www.lib.uwo.ca/forms/archives/recordsrequest.php> or send an e-mail to retrievals@uwo.ca .

Western Archives operates an in-house records centre in the Archives and Research Collections Centre (ARCC) that is used to store and provide retrieval of university records. In addition, we also have an arrangement with Command Services Limited to store records centre holdings in their London area facilities.

Publications, artifacts, blank forms, supplies, and other non-records will not be accepted for storage, nor will non-university records (e.g. individual faculty members' papers).

This service is available to all academic and administrative units of the University at no charge. Records are accepted for storage in accordance with approved retention and disposal schedules, as part of records management projects, or in response to ad hoc requests for assistance.

Records transferred into storage under the auspices of the records centre service remain the property of the unit. They are not disposed of (permanently preserved in Western Archives or destroyed) without additional written authorization from the originating unit or under the terms of an approved records retention and disposition schedule. Once placed in storage, authorized staff of the unit can retrieve records when they are needed. No other access is permitted without prior approval of the transferring unit.

How Do I Prepare to Send Boxes to the ARCC?

1. Contact the Records Management Operations Assistant at retrievals@uwo.ca or use the Records Centre Request form (<https://www.lib.uwo.ca/forms/archives/recordsrequest.php>) to obtain a transfer number. A transfer number is assigned to each separate series of records (e.g. employee files, invoices, graduate student files, etc.) being moved to storage. Each transfer/series of records requires a unique transfer number.
2. New records centre boxes must be purchased directly from an office supply store. Please note that we will only accept standard cubic foot sized boxes with an attached lid.

3. Many records have been identified in approved records retention and disposition schedules. To see what records have approved schedules, see https://www.lib.uwo.ca/archives/retention_schedules/retention_schedules.html. For scheduled records, use the Scheduled Records Transfer Form. If your records are not identified in an approved schedule, use the Unscheduled Records Transfer Form. Obtain the Transfer Forms from the webpage at <https://www.lib.uwo.ca/archives/records.html>

How Should I Pack the Boxes?

1. Ensure that the records are clearly labelled and are placed in the boxes in order (eg. Chronologically, alphabetically etc).
2. Box all records from the same series together and try to ensure that boxes within a series are full. Do not mix records from more than one series in the same box (e.g. do not pack Employee Files and Invoices in the same box).
3. Do not over pack the boxes – the top of the boxes should be able to close without force and the sides of the boxes should not bulge.

How Should the Boxes be Labelled?

Ensure that your boxes are labelled as follows

1. Each box should have the unique Transfer Number written on the end (eg. T08-020) as well as the individual box number (eg. 001) – an example of a complete number is T08-020-001



Transfer Number Box Number

2. Write the number on the end of each box or affix temporary labels. Do not put any other identifying information on the outside of the box (eg. Unit name, contents etc). Once Western Archives receives the Transfer, the Records Management Operations Assistant will affix a permanent bar-coded label on each box.

How Should I Identify the Records?

Each series of records requires either an Unscheduled or Scheduled Records Transfer Form. To identify which records have been scheduled, consult the approved schedules at https://www.lib.uwo.ca/archives/retention_schedules/retention_schedules.html.

The Transfer Form lists the contents of the boxes transferred to storage; each Transfer requires its own Transfer Form. The forms are available in electronic form at <https://www.lib.uwo.ca/archives/records.html>.

How Do I Fill Out the Records Transfer Forms?

Complete the Records Transfer Forms as follows:

Transfer Number – In the top right-hand corner box on the form, insert the transfer number assigned to you (e.g. T07-001).

Office/Unit Name – Clearly identify your unit name, building and room number, your name, e-mail, and phone number.

Series Title – List the title of the record series. Be as specific as possible (e.g. Accounts Payable Invoices rather than Financial Files). Include the date range and the total number of boxes included in the transfer.

Schedule Title and Number (Scheduled Records Transfer Form only) – Provide the schedule title (e.g. Financial Resources) and number (3.04). (For more information about approved records retention and disposition schedules, see https://www.lib.uwo.ca/archives/retention_schedules/retention_schedules.html).

Access Role/Title – List the staff that should be allowed access to the files. Only those people who are listed on the form will be allowed to request files – If you would like to include more than 3 names attach a separate sheet of paper to the back of the Transfer Form and list the names on that sheet. Access names can be changed as required. Contact the Records Management Operations Assistant (retrievals@uwo.ca) if changes need to be made.

Authorization Signature – The signature of your Department Chair, Unit Head, or designate must be placed in this section.

Box Contents – List each BOX that is part of the transfer – If you want to attach a detailed file listing please use a separate piece of paper and attach the listing to the back of the Transfer Form.

This form must be completed as indicated above. When the form is completed, send the signed original to the Records Management Operations Assistant (Records Centre, Western Archives, WL 140) so that Western Archives can approve the shipment. Once this is done, you may arrange with the Assistant for pickup of your boxes as indicated below.

How Do I Arrange to Have the Boxes Shipped to the ARCC?

1. Ensure that your boxes are packed and labelled correctly.
2. Ensure that you have properly completed the Records Transfer Form, and have obtained the appropriate signatures. Send the completed form to the Records Management Operations Assistant (Records Centre, Western Archives, WL 140) for approval.
3. Contact the Records Management Operations Assistant (retrievals@uwo.ca) to confirm approval of your shipment, and to indicate that your boxes are ready for pickup. The Assistant will make arrangements to have the boxes picked up.

What If I Need the Files Back?

When you need access to the files that are stored in the ARCC do the following:

If your name is listed in the Access section of the Records Transfer form do the following:

1. Find the Transfer Number and Box Number that corresponds to the records that you want to retrieve – this information will be listed on the Records Transfer Form.
2. Determine whether you need a specific file or the entire box.
3. Send an email to retrievals@uwo.ca or use the Records Centre Request form (<https://www.lib.uwo.ca/forms/archives/recordsrequest.php>) and provide the following information:

- Transfer Number
- Box Number
- File Title (if you are requesting a specific file)
- Your Name and delivery location
- How soon you need the records

If your name is NOT listed in the Access section of the Records Transfer form do the following:

Contact one of the people listed and ask them to request the file for you,

OR (if you will need to request files on an ongoing basis)

Contact the Records Management Operations Assistant (retrievals@uwo.ca) to find out how to have your name added to the list.

In exceptional circumstances (e.g. audits), units may request consultation of records in the ARCC; all such requests must be made via the Records Management Operations Assistant at retrievals@uwo.ca.

How Do I Return the Records to the ARCC?

When you are finished with your records and are ready to send them back to the ARCC

1. Send an email to retrievals@uwo.ca or use the Records Centre Request form (<https://www.lib.uwo.ca/forms/archives/recordsrequest.php>).
2. Indicate your name, phone number, pickup location of the records and identify the records that you are returning.
3. Arrangements will be made to have the records picked up.