



# Preparing and Storing Boxes at the Records Management Center

Presented by: Karen Gray

Records Management Division  
Arizona State Library, Archives and Public Records

- Records Management Division
  - Arizona State Library, Archives and Public Records
  - Only authorized Records Center for state agency records (ARS 41-1345.01)
  - Office of the Secretary of State

# Location

## ■ Facilities

### □ Records Center

- 1919 West Jefferson

### □ Polly Rosenbaum Archives & History Building

- Madison & 19<sup>th</sup> Ave

- Records Officer designation

- ARS 41.1346

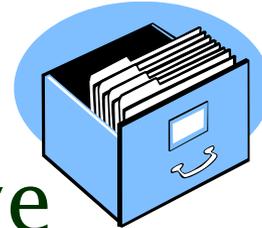
- Access to Records

- Monday-Thursday 8:00-5:00

- Fridays: call 926-4035

- After Hours and weekends

# Records for Transfer



- Criteria for records storage
  - Approved Records Retention Schedule
  - Inactive records
  - Transmittal documentation completed
  - Event date met

# Preparing Records for Transfer

- Standards for boxes
  - Box Dimensions
    - 12" wide *by* 10" high *by* 15" long
  - Barcode Labels
  - Packing Records



# Preparing Records for Transfer

## □ Transfer Manifest

■ [www.lib.az.us/records/forms/cfm](http://www.lib.az.us/records/forms/cfm)

<b>TRANSFER MANIFEST</b>					
Agency - complete "White" areas. "Grey" area - for RMD use only.					
Arizona State Library, Archives and Public Records Records Management Division 1919 W. Jefferson, Phoenix 85008 (602) 526-3815 <a href="http://www.azlibrary.gov/records/pdf/Transfer_Manifest.pdf">http://www.azlibrary.gov/records/pdf/Transfer_Manifest.pdf</a>				AGENCY NAME	
				AGENCY CODE*	
				ORG. UNIT NAME	
				UNIT CODE*	
ADDRESS					Phone #
					( )
CITY	AZ	ZIP	E-mail		
TOTAL NUMBER BOXES		BOX NUMBERS (inclusive) 0000 thru			
List individual boxes if there is a break in numbers:					
SENDER NAME (PLEASE PRINT)			SIGNATURE		DATE
			X		
RECORDS MGMT DIVISION			SIGNATURE		DATE
			X		
0-10 MILES	10-30 MILES	MILES TRAVELED (Outside Maricopa County)		TAPE EXCHANGE <input type="checkbox"/>	Description

\* See Agency's Records Retention Schedule (Agency Password) May, 2006

# Preparing Records for Transfer

## Boxed Records Data Form

**BOXED RECORDS DATA** 506

<p>ATTACH DATA ENTRY BARCODE LABEL <b>HERE</b> IN NUMERICAL SEQUENCE <b>1</b></p> <p style="text-align: center;">FROM                      THRU</p> <table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th>RECORD SERIES CODE</th><th>INCLUSIVE DATES OF BOX CONTENTS</th><th>MO</th><th>YR</th><th>MO</th><th>YR</th></tr></thead><tbody><tr><td colspan="6">Describe Box Contents</td></tr><tr><td colspan="6"> </td></tr><tr><td colspan="6"> </td></tr><tr><td colspan="6"> </td></tr></tbody></table>	RECORD SERIES CODE	INCLUSIVE DATES OF BOX CONTENTS	MO	YR	MO	YR	Describe Box Contents																								<p>ATTACH DATA ENTRY BARCODE LABEL <b>HERE</b> IN NUMERICAL SEQUENCE <b>2</b></p> <p style="text-align: center;">FROM                      THRU</p> <table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th>RECORD SERIES CODE</th><th>INCLUSIVE DATES OF BOX CONTENTS</th><th>MO</th><th>YR</th><th>MO</th><th>YR</th></tr></thead><tbody><tr><td colspan="6">Describe Box Contents</td></tr><tr><td colspan="6"> </td></tr><tr><td colspan="6"> </td></tr><tr><td colspan="6"> </td></tr></tbody></table>	RECORD SERIES CODE	INCLUSIVE DATES OF BOX CONTENTS	MO	YR	MO	YR	Describe Box Contents																							
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# *Scheduling Transfer*

- Approval of transfers
- Scheduling transfers
  - 602-926-3815
  - [rmd@lib.az.us](mailto:rmd@lib.az.us)



# *Scheduling Transfer*

- Stacking Boxes for Pickup
  - 6 high or less
  - Numeric order
  - All boxes in one location
  - Pallatized records

# Records Retrievals



- Phone: 602-926-3815
  - Fax: 602-256-2838
  - Email: [rmd@azlibrary.gov](mailto:rmd@azlibrary.gov)
- 
- 24 hours: Included in storage fees
  - 2 hours: \$13.00
  - After hours: \$50.00

# *Records Retrievals*

- Permanent Withdrawal
- Change in Disposition Date

# Refiles & Interfiles

- Refiles
- Interfiles

[www.lib.az.us/records/pdf/Interfile.pdf](http://www.lib.az.us/records/pdf/Interfile.pdf)

	ARIZONA STATE LIBRARY, ARCHIVES AND PUBLIC RECORDS Gladys Ann Wells, Director	
RECORDS MANAGEMENT		Lisa Maxwell Director
<b>Interfile Transfer Cover Sheet</b>		
Date: _____		
Account Code: _____		
Agency Name: _____		
Division Name: _____		
Sender Name: _____		Phone: _____
File Name or Case/Batch number		Box Number
<small>RECORDS MANAGEMENT DIVISION 1919 West Jefferson • Phoenix, Arizona 85009 • Home Page: <a href="http://www.lib.az.us">http://www.lib.az.us</a> Phone: (602) 926-3815 • FAX: (602) 256-2838 • E-Mail: <a href="mailto:lgray@lib.az.us">lgray@lib.az.us</a> An Equal Opportunity Employer</small>		

# *Refiles & Interfiles*

- Overfilled Boxes
- Reboxing Records
- Permanent Withdrawal
- Change in Disposition Date

# Final Disposition of Records

## Pre-Disposition Release Form

- Shred
- Transfer to Archives
- Return to Agency

ARIZONA STATE LIBRARY, ARCHIVES AND PUBLIC RECORDS	
Gladys Ann Wells, Director	
RECORDS MANAGEMENT	
PRE-DISPOSITION RELEASE FORM	
Date: _____	
Agency Name: _____	
Division Name: _____	Section or Unit: _____
Address: _____	
Records Officer: _____	Phone: _____
Method of Disposition: <input type="checkbox"/> Transfer to State Archives <input type="checkbox"/> Return to Agency <input type="checkbox"/> Destroy by: <input type="checkbox"/> Shredding	
<p>The list of scheduled records attached to this release form are to be disposed of in thirty days in the manner checked above. Your signature below attests that no unresolved or foreseeable (1) audit questions, (2) investigations, (3) civil suits or criminal prosecutions, or (4) other reasons for holding up destruction or transfer exist.</p> <p>If the disposition of records is to be delayed, list the reasons in the space indicated and provide a revised disposition date. Any records not authorized for destruction/transfer (except for the reasons given below) will be returned to the originating agency for further disposition due to space limitations in the Records Center or charged \$1.00 per box per month storage as listed in the Records Services Price List.</p> <p>Confidential destruction (shredding) of records will be assessed a \$3.00 fee per box.</p> <p>Please sign this Release Form and return it to the Records Management Division. Upon receipt of this signed release, the Records Management Division will review the records with the State Archives for possible transfer of historically significant records. Should the Archives identify any records as such, you will receive notification of the transfer of legal custody of the records. Otherwise, the Records Management Division will make arrangements for the records to be destroyed. One copy of the Release Form will be returned to you showing the date of destruction.</p>	
<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	
Reason and revised date for records disposition held: _____	
Confidentiality restrictions require special handling for the destruction of these records: <input type="checkbox"/> No <input type="checkbox"/> Yes	
Cite law or regulation which places confidentiality restriction on these records: _____	
Name: _____	
Title: _____	Signature: _____ Date: _____
For Records Management Division Use:	
<input type="checkbox"/> The records listed above were destroyed on _____	
<input type="checkbox"/> The records listed above were transferred to the State Archives.	
<input type="checkbox"/> Selected records were accessioned into the State Archives and the remainder were destroyed on _____.	
Name: _____	
Records Management Specialist: _____	
Title: _____	Signature: _____ Date: _____
RECORDS MANAGEMENT DIVISION	
1919 West Jefferson • Phoenix, Arizona 85009 • Home Page: <a href="http://www.lib.az.us">http://www.lib.az.us</a>	
Phone: (602) 926-8815 • FAX: (602) 256-2838 • E-Mail: <a href="mailto:lgray@lib.az.us">lgray@lib.az.us</a>	
An Equal Opportunity Employer	



# Agency Records Destruction

## Report of Records Destruction

REPORT/CERTIFICATE OF RECORDS DESTRUCTION			
		Arizona State Library, Archives and Public Records RECORDS MANAGEMENT DIVISION 1919 West Jefferson Street Phoenix, Arizona 85009 Phone: 602-542-3741 Fax: 602-542-3890 E-mail: rmd@lib.az.us	<b>AUTHORITY</b> Date of approval, schedule or manual
<input type="checkbox"/> STATE <b>AGENCY</b>	<input type="checkbox"/> POLITICAL SUBDIVISION	DATE	
AGENCY NAME	ORGANIZATIONAL UNIT	PHONE	
ADDRESS	CITY	AZ	ZIP
LIST RECORDS DESTROYED			
RECORD SERIES	DATES COVERED		ESTIMATED VOLUME *
	FROM	THRU	
CERTIFICATE			
The above records have been destroyed so as to render them totally useless.			
DESTROYED BY (NAME)	TITLE		
SIGNATURE	DATE		
X			
* Volume of paper records is estimated in cubic feet to the nearest whole number. Volume of digital records may be stated by the estimated memory volume it consumed.			

# Agency Records Destruction

## Single Request for Records Destruction or Transfer

SINGLE REQUEST FOR RECORDS DESTRUCTION OR TRANSFER				
 Arizona State Library, Archives and Public Records RECORDS MANAGEMENT DIVISION 1515 West Jefferson Street Phoenix, Arizona 85005 Phone: 602-542-3741 Fax: 602-542-3890 E-mail: rmd@ils.az.us				<b>CONTROL NO.</b> <small>For RMD use only.</small>
<input checked="" type="checkbox"/> STATE AGENCY		<input type="checkbox"/> POLITICAL SUBDIVISION		DATE
AGENCY NAME	ORGANIZATIONAL UNIT		PHONE	
ADDRESS	CITY	AZ	ZIP	
LIST RECORDS TO BE DESTROYED OR TRANSFERRED				
CODE Provided by ASLAPR	RECORD SERIES	DATES COVERED		ESTIMATED VOLUME *
		FROM	THRU	
HISTORY & ARCHIVES COMMENTS			RECORDS MANAGEMENT COMMENTS	
AUTHORIZATION				
CODE	A – Transfer to Arizona State Library, Archives and public Records. B – Continue to hold until _____ C – Transfer to _____ D – Destroy so as to render unusable.			
AUTHORIZED/APPROVED BY				DATE
X	Director, Arizona State Library, Archives and Public Records			
CERTIFICATE				
<input type="checkbox"/> The above records have been DESTROYED so as to render them totally useless.				
<input type="checkbox"/> The above records were TRANSFERRED per direction.				
BY (NAME)	TITLE		DATE	
SIGNATURE				
X				
<small>* Volume of paper records is estimated in cubic feet to the nearest whole number. Volume of digital records may be stated by the estimated memory volume it consumes.</small>				

# *Disaster Recovery Services*

- Backup tape storage
- Tape Exchange

# Records Center Fees:

Arizona State Library, Archives and Public Records RECORDS MANAGEMENT DIVISION 1919 West Jefferson Phoenix, Arizona 85009 Phone: 602-496-3815   Fax: 602-256-2628   E-mail: rmd@lib.az.us		
<b>Records Services Price List – Effective Nov. 1, 2001 – page 1</b>		
<b>Records storage:</b>		
Minimum charge (fewer than 12 boxes in storage)	20.00	per fiscal year
Flat rate charge (maximum of 100 boxes, inclusive of all activities)	3.00	per box per fiscal year
Standard box (12 in. wide X 15 in. long X 10 in. high)	.10	per box per month
Computer binder box (13 in. wide X 16 in. long X 12 in. high)	.20	per box per month
X-ray Box	.30	per box per month
"Bankers box" (12 in. wide X 24 in. long X 10 in. high)	.20	per box per month
Other non-standard boxes (on approval only)	.10	per cu. ft. of shelf per month
Records held past retention period without reason	1.00	per box per month
Records not on approved retention schedule	1.00	per box per month
Over-packed standard box (less than 3 in. of spare space)	.50	per box per month
Pre-printed box labels & data input forms	n/c	
Splitting billing accounts beyond two organizational (division) levels	10.00	per account per month
<b>Pick up/delivery of records (within 10 mi. of RMC):</b>		
1 to 20 boxes	5.00	per trip
21 to 40 boxes	6.00	per trip
41 to 80 boxes	7.00	per trip
81 to 90 boxes	8.00	per trip
80 to 100 boxes	9.00	per trip
<b>Pick up/delivery of records (10 to 30 mi. from RMC):</b>		
1 to 20 boxes	10.00	per trip
21 to 40 boxes	12.00	per trip
41 to 60 boxes	14.00	per trip
61 to 80 boxes	16.00	per trip
80 to 100 boxes	18.00	per trip
<b>Pick up/delivery of records (outside of Maricopa County)</b>		
1 to 20 boxes	5.00 + .40/ml.	per trip
21 to 40 boxes	6.00 + .40/ml.	per trip
41 to 60 boxes	7.00 + .40/ml.	per trip
61 to 80 boxes	8.00 + .40/ml.	per trip
80 to 100 boxes	9.00 + .40/ml.	per trip
Up and in to RMC (accession handling fee)	.50	per box
Box accession data input - customer input	n/c	per box
Box accession data input (up to 100 characters)	1.00	per box
Box accession data input (100 to 200 characters)	2.00	per box
Corrections made to input data (customer error)	1.00	per box
<small>PRICES MAY BE SUBJECT TO CHANGE WITH 30 DAYS NOTICE.</small>		

Arizona State Library, Archives and Public Records RECORDS MANAGEMENT DIVISION 1919 West Jefferson Phoenix, Arizona 85009 Phone: 602-496-3815   Fax: 602-256-2628   E-mail: rmd@lib.az.us		
<b>Records Services Price List – Effective Nov. 1, 2001 – page 2</b>		
<b>Indexing or re-indexing boxes (detailed index of contents)</b> 0.01 per key stroke		
<b>Retrieval:</b>		
normal (within 24 hours) including input	1.50	per file or box
(discount for client entering input)	(.50)	per file or box
emergency (within 2 hours) including input	10.00	per file or box
emergency after-hours (weekends and holidays included) including input	50.00	per file or box
<b>Delivery:</b>		
interagency mail	n/c	
will call or courier	n/c	
U.S.P.S.	5.00	per file
U.S.P.S.	15.00	per box
Tucson Shuttle	10.00	per file
Tucson Shuttle	50.00	per box
RMC courier (within 10 miles)	12.50	per trip
RMC courier (10 to 30 miles)	25.00	per trip
<b>Copies (xerographic):</b>		
8.5 in. x 11 in.	.10	per page
8.5 in. x 14 in.	.15	per page
<b>Faxed delivery (Maricopa County)</b> .10 per page + copy cost		
<b>Fax long distance charge</b> 2.00 per fax call		
<b>Refiles (records retrieved from RMC):</b>		
Files	1.50	per file
Whole box	1.50	per box
<b>Inter-files (records added to file at RMC)</b> 5.00 per file action		
<b>Splitting records box</b> 5.00 per action + box		
<b>New boxes (std. 12 in. x 15 in. x 10 in.) [+ delivery charges]</b> .90 per box		
<b>"Destruction due" report</b> n/c per 10 pages		
<b>Pull box for destruction</b> 1.50 per box		
<b>Recycle records for destruction</b> n/c(RMC receives market price)		
<small>PRICES MAY BE SUBJECT TO CHANGE WITH 30 DAYS NOTICE.</small>		

Arizona State Library, Archives and Public Records RECORDS MANAGEMENT DIVISION 1919 West Jefferson Phoenix, Arizona 85009 Phone: 602-496-3815   Fax: 602-256-2628   E-mail: rmd@lib.az.us		
<b>Records Services Price List – Effective Nov. 1, 2001 – page 3</b>		
<b>Confidential destruction (shredding):</b>		
Standard records box	3.00	per box
Other containers	.10	per lb.
<b>Container information report:</b>		
1 or 2 annually	n/c	
Additional reports	1.00	per 10 pages
<b>Custom query reports</b> 2.00 per 10 pages		
<b>Account set-up fee (one time charge for setting up new accounts)</b> 10.00 per account		
<b>Miscellaneous Charges (.25 hr. increments)</b> 15.00 per hour		
<b>Vault Storage Fees</b>		
<b>Magnetic and optical media storage:</b>		
Reel/cartridge loose on shelves	.12	per slot per month
"Aros" style 9-track reel steel containers	2.75per	container, per month
Large plastic 9-track containers (2.5 cu. ft.)	5.00per	container, per month
"Tackle-box" style containers for small format cartridges	1.75per	container, per month
"Attache case" style containers	3.50per	container, per month
"Anvil case" style containers (1 cu. ft.)	3.00per	container, per month
"Suitcase" style containers	5.00per	container, per month
Corrugated paper 9-track tape boxes (1 cu ft.)	3.00per	container, per month
Std. Records box (12 in. wide X 15 in. long X 10 in. high)	4.00per	container, per month
Misc. 1 cu. ft. containers	3.00per	container, per month
Misc. 1.5 – 2.5 cu. ft. containers	5.00per	container, per month
Misc. 2.5 – 3.0 cu. ft. containers	6.00per	container, per month
<b>Micrographics storage:</b>		
16mm x 100 ft. roll	n/c	per roll per month
16mm x 215 ft. roll (thin base)	n/c	per roll per month
35mm x 100 ft. roll	n/c	per roll per month
Std. Records box (1.25 cu. ft.)	n/c	per box per month
<b>Pick up and delivery (exchange):</b>		
Weekly	50.00	per month
Bi-weekly	25.00	per month
Monthly	12.50	per month
<small>PRICES MAY BE SUBJECT TO CHANGE WITH 30 DAYS NOTICE.</small>		

# *Records Center Fees*

- Monthly Storage Fees
- Pick up/Delivery of records
- Retrieval
  - 24 hours
  - Emergency (2 hours)
  - After Hours
- Refiles
- Interfiles

# Records Center Fees

- Delivery
  - Inter-agency Mail
  - Requestor pick up
  - U.S.P.S.
  - Courier
  - RMC delivery

# Contact information

Karen Gray

Records Management Specialist

Arizona State Library, Archives and Public Records

Records Management Division

1919 West Jefferson

Phoenix, Arizona 85009

Phone: 602-926-3817

Fax: 602-256-2838

[kgray@lib.az.us](mailto:kgray@lib.az.us)