

## New Records Management Services

These services are offered to departments who may not have adequate staffing or resources to complete the records management transfer process on their own. Offices and departments may choose to complete the transfer process entirely on their own, without using any of the below services. Details on the records transfer process can be found [here](#).

### **Inventory Completion:**

**Cost: \$10 per box**

Users who purchase the correct records boxes and box up their records, but do not have the time to complete an inventory may have Archives staff complete the records inventory portion of the transmittal form for them.

#### **Office/Unit will:**

- Purchase records boxes.
- Ensure all files are adequately labeled before they are boxed.
- Box their records appropriately.
  - Do not include hanging file folders.
  - Do not include binders.
- Complete and submit the first page of the transmittal form.
- Label boxes for transfer.
- Arrange for transfer of boxes to the Archives.

#### **Archives will:**

- Assign tracking number upon receipt of the transmittal form.
- Inventory the boxes when they arrive at the Archives.
- Send a copy of the completed inventory to the office.

NOTE: Users are required to complete the first page of the transmittal form before the Archives will assign a tracking number and accept transfer of the boxes.

### **Full Service Boxing and Inventory Completion:**

**Cost: \$20 per box**

Archives staff is willing to work with users who are interested in having Archives staff come to their office, box their records, and assist them with completing the transmittal form and inventory. This service is offered depending on the Archives' staff schedule and will require a pre-arranged appointment.

#### **Office/Unit will:**

- Ensure all files are adequately labeled before they are boxed.
- Submit the first page of the transmittal form to Archives.
- Arrange for transfer of boxes to Archives.

#### **Archives will:**

- Travel to Office/Department.
- Provide records boxes and box records.
- Assist with completing the first page of the transmittal form if needed.
- Assign tracking number for boxes upon receipt of transmittal form.
- Label boxes for transfer.
- Inventory the boxes once they arrive at the Archives.

- Send copy of the completed inventory to the office.

NOTE: Users are required to complete the first page of the transmittal form before the Archives will assign a tracking number and accept transfer of the boxes.

Offices and departments will be required to provide their university account number when ordering records management services. For more information about these services and fees, contact University Archives at 5-2330 or [archives@msu.edu](mailto:archives@msu.edu).