

The Clayton State University Library Archives is the designated legal and physical custodian for all of the University's noncurrent records found to possess enduring historical value. A basic guideline of records that should be transferred to the Archives is listed with the Retention Schedules for State Government Records.

In-active, permanent records should be transferred to the Archives at the end of a calendar or school year. This will help Archives' staff in the arrangement and description of materials while maintaining original order (order in which records were created and used) and provenance (keeping records created by one agency, department, etc. together). However, Archives' staff can accommodate transfers at any time during the year. Records that must be referenced on a monthly basis should be retained in the office until such time the reference activity decreases.

Procedure

- Contact the Archives' staff prior to transfer date to discuss type and amount of records being transferred and to establish a delivery date.
- Use standard records boxes (12x10x15). The boxes do not need to be acid free or archival.
- Transfer materials to boxes in order in which they were created and used.
- Boxes should be closed or lids placed on the box. Tape is not necessary.
- Number each box in pencil. Put the name of the transferring department on each box.
- Complete a Record Transfer Form or provide the following information:
 - Name of transferring department
 - Types of records being transferred
 - Brief description of use
 - Inclusive dates (earliest date in box to latest date in box)
 - Estimate volume being transferred (number of boxes, files, envelopes, etc.)
 - Brief description of each box's contents
 - Name of person authorizing the transfer and contact information
 - Restrictions on use, if any
- On the date of delivery, a copy of the Record Transfer Form will be signed by the Archives' staff member signifying receipt of the transferred materials.
- Once the delivery of materials is completed, the CSU Library Archives accepts legal and physical responsibility for the records within their care and will administer all copyright from transfer date forward, unless otherwise noted.