



division of
Archives and
Records Service

How To Transfer Boxes to the State Records Center

Order boxes



Call **888-263-3423** and order item #**285052**; you'll need to provide your state contract (NASPO) account number, or create an account

Prepare boxes



Remove records from binders and hanging files and put them in manila folders



Put an inventory inside each box and keep a copy for your agency's reference



Don't overfill! Lid should fit snugly and be taped securely to the box



Write a box number and other info directly on the box with thick, black permanent marker

Submit form



Fill out the form at **<https://bit.ly/3FkeKVX>**
You'll need to know your record series number, box numbers, and dates of the records



The Records Center will contact you to coordinate the shipment

Send boxes



Send boxes to the Records Center

Via mail

Utah State Records Center
PO Box 141029
Salt Lake City, UT 84114

In person (by arrangement)

Building C-6
5th St. & C St.
Clearfield, UT 84015



All boxes submitted on one transfer sheet must arrive together in one shipment

Full instructions at archives.utah.gov/rim/transferring-records.html

Questions? 801-525-3020 Records Center
801-531-3863 RIM Specialists



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How To Recall Files/Boxes from the State Records Center

Recall a file



Fill out the form at <https://bit.ly/3zc40Vq>
for each file requested



Your record will be sent within 24 business
hours and will include a printed file request



Keep the printed file request with the file

Recall a box



Fill out the form at <https://bit.ly/3zc40Vq>
for each box requested



Your box will be sent within 24 business hours
and will include a printed file request



Keep the printed file request with the box

Return records



Return the original printed file request (it came
with the recalled record) with the file/box



No need to fill out a form, just return to:

Via inter-office mail
State Records Center
Box 1029

Via mail
Utah State Records Center
PO Box 141029
Salt Lake City, UT 84114



If you switch out an old or damaged box, retain
the box information (including barcode) so the
Records Center can re-label it

Questions? 801-525-3020 Records Center
801-531-3863 RIM Specialists