A Records Management Moving Guide for Records Officers

Created by the Utah Division of Archives and Records Service, 2021
Greetings, Records Officer!

Congratulations on your upcoming move!

The following pages present one approach to managing your agency’s records throughout the move.

Work with your chief administrative officer and other key individuals to create a moving plan tailored to your own agency’s timeline, personnel, and specific needs.

Consider the following issues:

- What records do you currently have?
- How will you pack up and move the records?
- How will you keep track of record movement?
- What deadlines must you meet?
State Archives is here to help

The Utah Division of Archives and Records Service is here to help you. Your RIM (records and information management) specialist can provide the following services:

- In-agency training on how to sort and box records
- Assistance updating agency retention schedules
- On-site or remote assistance on packing day to help find retention schedules

Please contact your RIM specialist to arrange for office visits:

Renée Wilson
801-531-3842
reneewilson@utah.gov

Matthew Pierce
801-531-3834
mpierce@utah.gov

Avalon Snell
801-531-3866
avalonsnell@utah.gov

Heidi Steed
801-531-3860
hsteed@utah.gov

See the inside back cover for agency assignment information.
Step 1. Inventory your records

Create an inventory to track all information assets. Your inventory may be as detailed or as simple as you like. See page 14 and archives.utah.gov/rim/templates.html for sample inventory sheets.

What to inventory

• Records in employees’ offices
• Records in common office areas, closets, bookshelves, or file cabinets
• Non-records which must be moved, such as reference materials

What information to capture

• Name/type of record (record series)
• Record location
• Retention period (if known) and disposition (keep or destroy)
• Potential restricted information in the records
• Contact person or records custodian

Determining retention for records

Each record follows a retention schedule stating how long the record should be kept. To find a retention schedule:
1. Look up your agency’s retention schedules

Go to the State Archives Retention Schedule page at archives.utah.gov/rim/retention-schedules.html to find schedules which have already been set up:

- Enter your agency name in the box that says “Search by agency name” (under the “Series-Specific Retention Schedules” heading)
- Select your agency from the list
- Click the link for “Retention and Classification Report”

Your RIM specialist can help update your agency’s retention schedules as necessary.

2. Look up general retention schedules

The State Archives has a number of pre-approved general retention schedules (or GRS) you may use. Go to the State Archives Retention Schedule page at archives.utah.gov/rim/retention-schedules.html and enter a word or phrase in the main search box to find a schedule.

3. Ask your RIM specialist

If you’re still not sure how long to keep a record, contact your RIM specialist for assistance.
Step 2. Teach employees how to sort and box records

Whether employees will be sorting and boxing records on their own or as part of an agency-wide packing day, please share the following guidelines, or invite your RIM specialist to present an agency-wide training:

• Separate records from non-records, as non-records don’t need to follow a retention schedule

• A record means any documentary material (like a document, paper, map, plan, photograph, recording, digital file, etc.) that is prepared, owned, received or retained by your agency. See Utah Code 63G-2-103(22) for more details

• Some common non-records include personal notes, junk mail, vendor catalogs, temporary drafts that haven’t been distributed, and daily calendars

• Sort records by record type (record series)

• Use the retention schedules from step 1 to determine which records will move to the new building, which will be sent to the State Records Center or State Archives, and which will be destroyed
For records going to the new location

Determine the best strategy for your agency to sort and box your records.

- Will there be a central packing day when every employee sorts and boxes their records? Or will employees be responsible to schedule their own sorting and boxing of records?

- How will your agency label the boxes? Or will each person label their own boxes? Keep in mind you'll need to keep track of these boxes as they're moved.
For records going to the State Records Center or State Archives

Pack boxes according to Records Center standards. See full instructions online at archives.utah.gov/rim/transferring-records.html

• Use official Archives boxes (Office Depot item #285052)

• Pack one series to a box

• Use manila folders (not hanging folders)

• Staples and paper clips do not need to be removed

• Create an inventory sheet for the contents of each box; put a copy of the inventory sheet in the box, and keep a copy for your agency’s reference

Your inventory should include the following:

• Your box number

• Series number and name

• Folder names and ranges of contents
Step 3. Sort and box records

Schedule dedicated time for employees to pack up records. You may want to coordinate with other divisions/departments in your building, and/or order additional shredding bins or records destruction services.

Contact your RIM specialist if you would like to have a RIM specialist on hand to answer questions during packing day.

A note about duplicate records

Each agency is responsible for deciding which document or file is the official record* (also known as “record copy”).

- A digital record can be the official record
- A copy of the original can be the official record

Whatever you decide, the official record needs to follow the retention schedule. Other copies should not be kept longer than the official record.

A note about digitized records

- If your digitized records are permanent, please send the original paper copies to the State Archives
- You may destroy non-permanent paper originals or copies if they have been successfully digitized
Step 4. Send boxes to their new home

For records going to the new location

Keep track of boxes as they are moved. For each box, you should know:

- Where the records came from and where they should go in the new location
- Who is in charge of the records
- When the box was moved, and by whom
For records going to the State Records Center or State Archives

Track the following information for each box that is transferred:

• Your box number
• Box destination (State Records Center or State Archives)
• Date the transfer form was submitted, and by whom
• Actual date box is sent

To transfer a box, submit an online transfer form at archives.utah.gov/rim/forms/rts.html

• Submit a new transfer form for each series
• Multiple boxes (from the same series) may be included on one transfer form

The State Records Center or State Archives will contact you after you submit the transfer form to arrange delivery of the boxes.
Records to Watch For

Keep an eye out for records which document these themes:

- Civil rights
- Rights of citizens
- Law enforcement and major crime
- Military action and service
- Documentation of underrepresented communities
- Immigration
- Education trends
- Environment and pollution
- Land use
- Water use
- Disasters and disaster response
- Utah’s Territorial era
- Anything over 100 years old

If you find these or other records which may be historically valuable, please contact your RIM specialist.
Online Resources

Retention schedules
archives.utah.gov/rim/retention-schedules.html

- Search in the main search box for general retention schedules
- Search under “Series-Specific Retention Schedules” for your agency’s retention schedules

Transfer instructions
archives.utah.gov/rim/transferring-records.html

Transfer form
archives.utah.gov/rim/forms/rts.html

Inventory templates
archives.utah.gov/rim/templates.html

Glossary of RIM terms
archives.utah.gov/rim/glossary.html

State Archives RIM specialists
archives.utah.gov/rim/records-analysts.html
## Sample Inventory Sheets

### Pre-move inventory

<table>
<thead>
<tr>
<th>Record Name/Type</th>
<th>Description</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor Contracts</td>
<td>Contracts with computer vendors for system upgrades</td>
<td>File cabinet in storage room</td>
</tr>
</tbody>
</table>

### Box inventory sheet

Place a copy of this sheet in each box going to the State Records Center or State Archives, and keep a copy for reference.

<table>
<thead>
<tr>
<th>Box Number</th>
<th>Box Dates</th>
<th>Series Number</th>
<th>Series Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>M2019-3</td>
<td>2015-2019</td>
<td>64562</td>
<td>Vendor Contracts</td>
</tr>
</tbody>
</table>

### Boxes transferred

<table>
<thead>
<tr>
<th>Box Number</th>
<th>Box Dates</th>
<th>Series Number</th>
<th>Series Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>M2019-3</td>
<td>2015-2019</td>
<td>64562</td>
<td>Vendor Contracts</td>
</tr>
</tbody>
</table>

### Destruction log

<table>
<thead>
<tr>
<th>Date of Destruction</th>
<th>Legal Authority (Series Number or General Retention Schedule)</th>
<th>Series Title / Record Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/7/20</td>
<td>64562</td>
<td>Vendor Contracts</td>
</tr>
</tbody>
</table>

Templates available online at [archives.utah.gov/rim/templates.html](archives.utah.gov/rim/templates.html)
### Sample Inventory Sheets

**Pre-move inventory**

<table>
<thead>
<tr>
<th>Record Name/Type</th>
<th>Description</th>
<th>Location</th>
<th>Retention</th>
<th>Disposition</th>
<th>Contact Person</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Vendor</strong></td>
<td>Contracts with computer vendors for system upgrades</td>
<td>File cabinet in storage room</td>
<td>7 years after expiration</td>
<td>destroy</td>
<td>Bob Thompson</td>
<td></td>
</tr>
</tbody>
</table>

**Box inventory sheet**

Place a copy of this sheet in each box going to the State Records Center or State Archives, and keep a copy for reference.

<table>
<thead>
<tr>
<th>Box Number</th>
<th>Box Dates</th>
<th>Series Number</th>
<th>Series Name</th>
<th>Folder Name</th>
<th>Folder Range</th>
<th>Description</th>
</tr>
</thead>
</table>

**Boxes transferred**

<table>
<thead>
<tr>
<th>Box Number</th>
<th>Box Dates</th>
<th>Series Number</th>
<th>Series Name</th>
<th>Box Destination</th>
<th>Date Transferred</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>M2019-3</td>
<td>2015-2019</td>
<td>64562</td>
<td>Vendor Contracts</td>
<td>Records Center</td>
<td>10/12/2020</td>
<td></td>
</tr>
</tbody>
</table>

**Destruction log**

<table>
<thead>
<tr>
<th>Date of Destruction</th>
<th>Legal Authority (Series Number or General Retention Schedule)</th>
<th>Series Title / Record Description</th>
<th>Dates Included</th>
<th>Authorized Signature</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/7/20</td>
<td></td>
<td>2005-2010</td>
<td>Debbie Downs</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Templates available online at [archives.utah.gov/rim/templates.html](http://archives.utah.gov/rim/templates.html)
## General Retention Schedules

### Agency Programs & History

<table>
<thead>
<tr>
<th>Record Type</th>
<th>Retention</th>
<th>Disposition</th>
<th>GRS No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency history records</td>
<td>Until need ends</td>
<td>Transfer to State Archives</td>
<td>(GRS-1723)</td>
</tr>
<tr>
<td>Program and policy development records</td>
<td>3 years after final action</td>
<td>Transfer to State Archives</td>
<td>(GRS-1717)</td>
</tr>
</tbody>
</table>

### Budget, Finance, Payroll, Purchasing

<table>
<thead>
<tr>
<th>Record Type</th>
<th>Retention</th>
<th>Disposition</th>
<th>GRS No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounts payable and receivable</td>
<td>7 years</td>
<td>Destroy</td>
<td>(GRS-1854)</td>
</tr>
<tr>
<td>Budget records</td>
<td>4 years</td>
<td>Destroy</td>
<td>(GRS-1856)</td>
</tr>
<tr>
<td>Payroll</td>
<td>3 years</td>
<td>Destroy</td>
<td>(GRS-1903)</td>
</tr>
<tr>
<td>Purchase orders and requisition records</td>
<td>4 years</td>
<td>Destroy</td>
<td>(GRS-1544)</td>
</tr>
</tbody>
</table>

### Contracts & Grants

<table>
<thead>
<tr>
<th>Record Type</th>
<th>Retention</th>
<th>Disposition</th>
<th>GRS No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract records</td>
<td>7 years after expiration</td>
<td>Destroy</td>
<td>(GRS-1731)</td>
</tr>
<tr>
<td>Grant records</td>
<td>7 years after final action</td>
<td>Destroy</td>
<td>(GRS-1859)</td>
</tr>
</tbody>
</table>

### Correspondence

<table>
<thead>
<tr>
<th>Record Type</th>
<th>Retention</th>
<th>Disposition</th>
<th>GRS No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executive correspondence</td>
<td>5 years after separation</td>
<td>Transfer to State Archives</td>
<td>(GRS-1758)</td>
</tr>
<tr>
<td>Routine administrative correspondence</td>
<td>7 years</td>
<td>Destroy</td>
<td>(GRS-48)</td>
</tr>
<tr>
<td>Transitory correspondence</td>
<td>Until resolution of issue</td>
<td>Destroy</td>
<td>(GRS-1759)</td>
</tr>
</tbody>
</table>
# Meetings

<table>
<thead>
<tr>
<th>Record Type</th>
<th>Retention Period</th>
<th>Action</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Closed meeting records</td>
<td>3 years</td>
<td>Transfer to State Archives</td>
<td>(GRS-1710)</td>
</tr>
<tr>
<td>Executive internal committee records</td>
<td>Until need ends</td>
<td>Transfer to State Archives</td>
<td>(GRS-1726)</td>
</tr>
<tr>
<td>Internal committee records</td>
<td>Until resolution of issue</td>
<td>Destroy</td>
<td>(GRS-1725)</td>
</tr>
<tr>
<td>Open meeting minutes &amp; public materials</td>
<td>3 years</td>
<td>Transfer to State Archives</td>
<td>(GRS-1709)</td>
</tr>
<tr>
<td>Open meeting recordings</td>
<td>3 years</td>
<td>Destroy</td>
<td>(GRS-1712)</td>
</tr>
</tbody>
</table>

# Public Relations

<table>
<thead>
<tr>
<th>Record Type</th>
<th>Retention Period</th>
<th>Action</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public relations records</td>
<td>Until need ends</td>
<td>Transfer to State Archives</td>
<td>(GRS-1716)</td>
</tr>
</tbody>
</table>

# Reports & Publications

<table>
<thead>
<tr>
<th>Record Type</th>
<th>Retention Period</th>
<th>Action</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual or official reports</td>
<td>Upon publication</td>
<td>Transfer to State Archives</td>
<td>(GRS-3)</td>
</tr>
<tr>
<td>Publications</td>
<td>Upon publication</td>
<td>Transfer to State Archives</td>
<td>(GRS-1678)</td>
</tr>
</tbody>
</table>

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## Find Additional General Retention Schedules Online

- Visit [archives.utah.gov/rim/retention-schedules.html](archives.utah.gov/rim/retention-schedules.html)
- Enter a search term into the search box
- If you cannot find a schedule, please contact your RIM specialist for assistance
State Archives RIM Specialists

Renée Wilson  
reneewilson@utah.gov  
801-531-3842

- Governor’s Office
- Governor’s Independent Boards and Commissions
- Attorney General’s Office
- State Treasurer
- State Auditor
- Legislature
- State departments:
  - Administrative Services
  - Agriculture and Food
  - Alcoholic Beverage Control
  - Environmental Quality
  - Human Resource Management
  - Human Services
  - National Guard
  - Public Safety (except for UHP and POST)
  - School and Institutional Trust Lands Administration (SITLA)
  - Technology Services
  - Transportation
  - Veterans and Military Affairs
  - Workforce Services

Heidi Steed  
hsteed@utah.gov  
801-531-3860

- Counties
- Municipalities
- Law enforcement (including UHP and POST)
- District courts
- Administrative Office of the Courts
Avalon Snell  
avalonsnell@utah.gov  
801-531-3866
- Special, local, interlocal, and transit districts
- Local education agencies:
  - State departments:
    - Board of Education
    - Health
    - Heritage and Arts
    - Natural Resources
    - Utah System of Higher Education
    - Utah System of Technical Colleges

Matthew Pierce  
mpierce@utah.gov  
801-531-3834
- State departments:
  - Board of Pardons and Parole
  - Commerce
  - Corrections
  - Financial Institutions
  - Insurance
  - Labor Commission
  - Public Service Commission
  - Tax Commission
  - General retention schedule updates and creation

General line  
recordsmanagement@utah.gov  
801-531-3863
How To Transfer Boxes to the State Records Center

**Order boxes**

Call 888-263-3423 and order item #285052 ($2.43 per box); 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 go.usa.gov/xEAhz. 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