

# How To Transfer Boxes to the State Records Center

## Order boxes



Call **800-279-1528** and order item #**285052** (about \$5 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 **[bit.ly/RCTransfer](https://bit.ly/RCTransfer)**  
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 form must arrive together in one shipment

Full instructions at [archives.utah.gov/records/transfer-or-recall-records](https://archives.utah.gov/records/transfer-or-recall-records)

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