

Transferring Items to the CSU Archives

Inactive records designated by the [Board of Regents Retention Schedule](#) as "Permanent" must be transferred to the CSU Archives for permanent preservation as part of the historical record. When transferring items to the Archives, please follow the guidelines below.

Review: Review the BOR Schedule to ensure the disposition of your records are "Permanent."

Packing: Non-standard boxes are acceptable for delivery to the Archives. Archival staff will replace them with acid free boxes intended for long term preservation.

Keep files in the original order they existed in during their active life. This helps document how the office functioned and shows evidence of university operation. In this case, binders, hanging files, and other nonstandard folders are acceptable for transfer.

Transfer: Once records are boxed correctly, inform the Archives of the pending transfer using the form below. You will then be contacted by the Archives staff with a transfer number to include on the box label. We will also schedule a date for transfer. You may self-deliver or coordinate with Campus Services (Logistics) for delivery. Failure to notify the Archives prior to sending or delivering boxes could result in the records being returned.

For questions contact the Archives staff at 706-507-8672.