

Taylor University Archives Transferring Files

How do I prepare the files for transfer?

Start by removing files from hanging folders. If the labels are on the hanging folders, please staple the label to the folder. If the materials are not already in folders, please replace the hanging files with folders. Please don't pack the boxes too tightly! You should be able to comfortably slide your hand into the box and covers should fit snugly.

A list of files is not necessary, but a brief listing (electronic, please -- Microsoft Word or Excel is fine) might be helpful. Ideally, your list would include folder titles and dates along with the box numbers as you assign them as you pack.

Create a brief summary description of the materials and include the relevant information:

- Name of unit
- Approximate date span of records
- Summary of contents (e.g., self study report and correspondence, 1980-1981; curriculum planning files and minutes, 1991-1994)
- Total number of boxes
- Number each box in pencil only in the following format: Box 1 of 2
Box 2 of 2

What happens to the files after they are sent to the archives?

Our staff will review, organize and describe the files. We'll remove some types of materials such as duplicates, routine transactional records (like travel vouchers), and certain types of personal information. We'll also remove any materials that would be better suited for the Libraries circulating collection instead of the Archives. If you have questions or concerns about materials removed after you send the boxes to Archives, please let us know as soon as possible.

Depending on the current filing scheme and the age and condition of the materials, we may physically rearrange the materials. We will also re-folder all of the materials using acid-free folders and place all materials in labeled, acid-free storage boxes. Once that's done, depending on the materials, we'll either add the materials to our general holdings or keep them together as a collection. For a collection, we will prepare a summary description of the material with background information and a finding aid listing each folder. Depending on the collection, the finding aid may go online to make the collection accessible to you, others in the University, and the public. You can look at some examples of finding aids on our website.