

## **DEPOSITING RECORDS**

There are requirements involved in transferring records to The George Washington University Archives. Failure to follow proscribed procedures will result in files being returned to the originating office.

1. **Call the GW University Archives (202-994-9292 or 7295) and request boxes, record transmittal or sample inventory forms.**
  - **Pack materials only in archival quality boxes obtained from the University Archives. Because of staffing we cannot deliver boxes to offices. They must be picked up in Gelman 704 or transportation must be alerted to pick up and deliver to the appropriate office.**
  - **Pack nothing higher than the top edge of the box as the boxes will not fit on shelving.**
  - **Do not pack hanging file folders as they break the box edges and prevent the lid from fitting.**
2. **Number the boxes.**
  - **Leave approximately one to two inches free in each box to facilitate servicing.**
  - **Number boxes on a short side according to the total number of boxes in the shipment, i.e., Box 1 of 24.**
  - **The department or office name should be written in full on Box 1, but may be abbreviated on all subsequent boxes.**
3. **Fill out the Records Transmittal and Inventory form.**
  - **The University Archives requires a listing of folder titles of what is in each box. Place Records Transmittal and Inventory form for that box on top of the contents. We also require an electronic version of the Records Transmittal and Inventory form be sent to cc1821a@gwu.edu.**
  - **After the boxes are packed, labeled and the proper forms completed, call GW transportation and have the boxes delivered to the University Archives, Room 704, The Gelman Library, The George Washington University.**
4. **There are special rules for packing and transferring items such as artifacts, slides, photographs and other non print materials. Please contact the University Archives for instructions.**
5. **Boxes not complying with the above requirements will be returned to the depositor for repacking.**

Should you need to retrieve a folder or document, call the University Archives. You will need to know what box your document is in.

### **Please remember:**

- **Purge as you pack, do not send multiple copies of documents. Include only one or two.**
- **Only use archival boxes obtained from the University Archives.**
- **Include the carton listing in the box.**
- **Keep a copy of the deposit paperwork in your office.**
- **Contact GW Transportation to transfer boxes to the University Archives.**
- **Do not pack anything higher than the top edge of the box.**
- **Do not pack hanging file folders.**