

Instructions for Transmittal of Archival Records to the City Archives

Please direct any questions to Irene Wainwright, Archivist | 504 596-2610 | iwainwright@neworleanspubliclibrary.org

The purpose of the City Archives is to preserve the records of New Orleans municipal government that have historical value either to city government itself or to researchers, scholars, political scientists, urban specialists, and other interested members of the public. These records should be retained by the creating agencies for any legally mandated period or as long as they are administratively useful to the office of origin. Once their legal retention period has expired and/or they are no longer needed for the day-to-day operation of the agency, the **permanently valuable records** should be transferred to the City Archives.

Formal records retention schedules, approved by the Louisiana State Archives and tailored to specific types of records held in individual departments, have not yet been developed for most city agencies. Those agencies that **do have** approved retention schedules should refer to those schedules to determine which records are suitable for transfer to the City Archives. Agencies that **do not have** approved retention schedules must also first consult with the Archivist before transferring any records to the City Archives. No unscheduled records may be transferred to the City Archives until they are at least 3 years old.

The form "Transmittal of Records to the City Archives" **must** accompany any transfer of records. This form must be filled out and signed by the responsible party in the city agency transferring records and by the Archivist in the City Archives. A copy should be retained in the office; the City Archives will also send a copy of the form to the Records Management Officer of the Louisiana State Archives.

Note that approval to dispose of any non-archival records must be obtained from the Records Management Office of the Louisiana State Archives (www.sos.louisiana.gov/tabid/487/Default.aspx). **The City Archives cannot approve the disposal of records.**

Filling out the Transmittal form:

Items 1. Agency (or Office) Transferring Records

Provide the official name of the city department or office that created the records being transferred.

Items 2 – 4. Contact Information

Provide contact information for the person responsible for transferring the records to the City Archives. (If the agency has an officially approved records retention schedule, this should be the designated Records Officer for that agency.)

Item 5. Type of records being transferred

Check the appropriate box describing the media of the records being transferred. More than one box may be checked.

Item 6. Description of Records

Describe briefly, but as precisely as possible, the different types of records being transferred. If an agency has an approved retention schedule, use the title of the records as it appears on the retention schedule. If no retention schedule has been approved, describe as accurately as possible the kind of record being sent – i.e., "correspondence files," "subject files," "minutes," "press releases," "agency publications," etc.

Item 7. No. of Boxes/Vols/Other

Provide the number of boxes or other types of materials being sent – i.e., 25 boxes of correspondence; 150 blueprints; 10 bound volumes, etc. If items such as computer disks,

volumes, etc. are boxed, there is no need to provide the number of items in the box; simply record the number of boxes.

Item 8. Inclusive dates

Give the beginning and end dates of the files or other media being sent – i.e., 2000-2002 or 1/1/2000 – 3/31/2000.

Item 9. Archives Location

Leave blank; for City Archives use only

Item 10. Agency Representative

Signature of person responsible for transferring the records

Item 11. Receiving archivist

The City Archivist will sign.

How to Pack Boxes for Transfer:

1. The City Archives prefers that you use 1.2 cu. ft. boxes; if possible, please do not use larger boxes since they do not fit on the shelves in the storage area. (*Note:* The City Archives cannot provide boxes.)
2. Records should be packed in the same order as they are filed in the agency.
3. All records in each box should belong to the same records series (i.e., do not put minutes and correspondence in the same box, unless you have interfiled them that way in your own filing system)
4. Records should not be placed on top of other records in the box. Files should all face the same way in the box.
5. Do not mix media in the same box (i.e., do not box computer disks or video/audio cassettes or disks with paper records)
6. If possible, remove records from hanging files and place in clearly identified file folders.
7. Number the boxes consecutively, reflecting the order in which they were kept in your office and packed (i.e. "1 of 10," "2 of 10," etc.)
8. Each box must be neatly labeled with the following information:
 - a. Name of Agency and/or Office
 - b. Type of Records (i.e. Correspondence, Minutes, etc.)
 - c. Specific contents identifier (i.e. "A – F," or "January 1, 2005 – March 31, 2005")

Pick-Up and Delivery:

For most transfers, call the Archivist to schedule a pick-up at your office by the NOPL maintenance crew. Please note that the pick-up must be done when the crew is free, so we cannot promise immediate response.

For large transfers, call the Archivist to discuss delivery. Our maintenance crew does not have vehicles or manpower to handle pick-ups of more than 20 or 30 boxes. If you are transferring a large amount of material, ***delivery becomes the responsibility of the transferring agency.*** Deliveries must be scheduled during regular library hours (but we can accept no deliveries on Saturdays).
