

# **OREGON STATE RECORDS CENTER**

## **Guidelines for Records Storage at the Oregon State Records Center**



OFFICE OF THE SECRETARY OF STATE

**TOBIAS READ**

SECRETARY OF STATE

**STEPHANIE CLARK**

STATE ARCHIVIST

### **OREGON STATE RECORDS CENTER**

4298 22nd Avenue NE

Salem, OR 97301

503-390-2258

[staterecordscenter.sos@sos.oregon.gov](mailto:staterecordscenter.sos@sos.oregon.gov)

<https://sos.oregon.gov/archives/Pages/staterecordscenter.aspx>

## A. REQUEST TO TRANSFER RECORDS (TRANSMITTAL)

1. To send boxes to the Records Center use the form found at <https://sos.oregon.gov/archives/Pages/records/records-transfer.aspx> or use the fillable form available from the Records Center. The Records Center will assign an Accession Number and issue a Transmittal form for each group of boxes.
  - a. The request must be **typed** and include the following information:
    - **Agency name**
    - **Name of agency authorized person** requesting the Transmittal
    - **Phone number**
    - **Series title** (from the retention schedule)
    - **Dates of contents**
    - **Number of boxes.** Box sequence for each group must begin at #1 for each accession number (i.e.: 1 of 10, 2 of 10, etc.).
    - **Retention schedule & series number**
    - **Destruction date**
2. After the agency contacts the Records Center to ship boxes, the Records Center Staff will inform the requesting agency within one week when records may be sent to Records Center. Each entire accession must be received at the same time.
3. Any changes made in an accession must be submitted by email a minimum of one week prior to transporting records to the Records Center.
4. Records must have a destruction date at least 2 years from the date of shipment to the Records Center.
5. Requesting agency is responsible for the transportation of records to the Records Center. (DAS Mail services is available to transport shipments for a fee – call 503-373-1327 or visit <https://www.oregon.gov/das/PrintMail/Pages/shuttle.aspx> for more information). For additional security DAS offers PacTrac: <https://www.oregon.gov/das/PrintMail/Pages/pactrac.aspx>

## B. CONTAINERS AND LABELING

**To store records and/or files at the Records Center the following guidelines must be followed. Non-conforming boxes will be returned to the agency.**

1. The records that are to be stored must be contained in new (not reused) **Oregon State Records Center boxes** (Office Depot # 1848286). Boxes must be whole and undamaged.
2. Boxes must have either **Records Center labels** printed on box or **full sheet self-adhesive labels** (Office Depot # A55165), using RC label template (see example at end

of this document). A fillable Records Center Label template is available from the Records Center. Reproductions or paper labels taped onto the boxes are not permitted.

**To order boxes from Office Depot contact:**

Tom Burns

C:425-922-8078 | Customer Care: .888.777.4044

[thomas.burns@officedepot.com](mailto:thomas.burns@officedepot.com)

or log into your <https://business.officedepot.com/> account and search for # **1848286**.

**Self-adhesive labels:**

<https://www.officedepot.com/a/products/916437/Avery-Permanent-Full-Sheet-Labels-5165/>

3. Labels must be filled out completely on each box. If using the label pre-printed on the box, please write clearly using a black felt-tip permanent marker. The following information must be included on the label:
  - **Accession number** (*printed 3/4" tall*)
  - **Agency name**
  - **Sequence number of box** (1 of 5, 2 of 5, etc.). Box sequence must begin at #1 for each accession number. (*printed 3/4" tall*)
  - **Retention schedule number**
  - **Destruction date**
  - **Series title**
  - **Box arrangement** (file arrangement / contents within box)
4. Boxes may not weigh more than 35 pounds. ***Do not overload boxes***, as this can cause damage to box and/or records. Anticipate any need for additions to files and leave space.
5. Files (letter size) must face the box end that is labeled. Do not stack files horizontally.
6. Boxes have a seam on one end of box. ***The box should be labeled on the end of the box that does not have a seam.***

## **C. REQUESTS FOR RETURN OF RECORDS**

1. To request files or boxes from the Records Center use the form found at <https://sos.oregon.gov/archives/Pages/records/src-request-return.aspx> or agency form as long as it includes the required information.
2. The request must be typed and include the following information:
  - **Agency Name**

- **Name of agency authorized person** requesting the file and their signature
  - **Phone number**
  - **Delivery address**
  - **Accession number**
  - **Box number** (if requesting entire box)
  - **File number and/or name** (if requesting individual files)
3. Requests received before 10:00 a.m. will be filled and returned in that day's mail. Requests received after 10:00 a.m. will be returned in the following day's mail.
  4. Requester may come to the Records Center to retrieve file, with a minimum 2-hour prior notice by phone. Please identify the specific file you wish to retrieve.
  5. Due to the volume of daily activity, **agencies are limited to 6 items (item = file or box) requested and 6 items returned per day**. If an agency has a special need for more, please contact Records Center Staff. Arrangements may be then made to pull excess volume of items as a special project, at the discretion of Records Center staff.

## **D. RETURNING RECORDS TO THE RECORDS CENTER**

1. Prior to returning boxes to the Records Center please inspect them for broken handles or structural tears. Damaged boxes must be replaced by **new (not re-used)** boxes prior to returning to ensure safety of the records and Records Center staff.
2. If making changes to the number of boxes or contents within an accession, please notify records center staff. A new accession number will be generated, and new labeling will be required.
3. Do not cross out, add agency notation, or otherwise alter the labels on Records Center Boxes, as this can create problems with re-filing and later retrieval.

## **YOUR RECORDS CENTER STAFF**

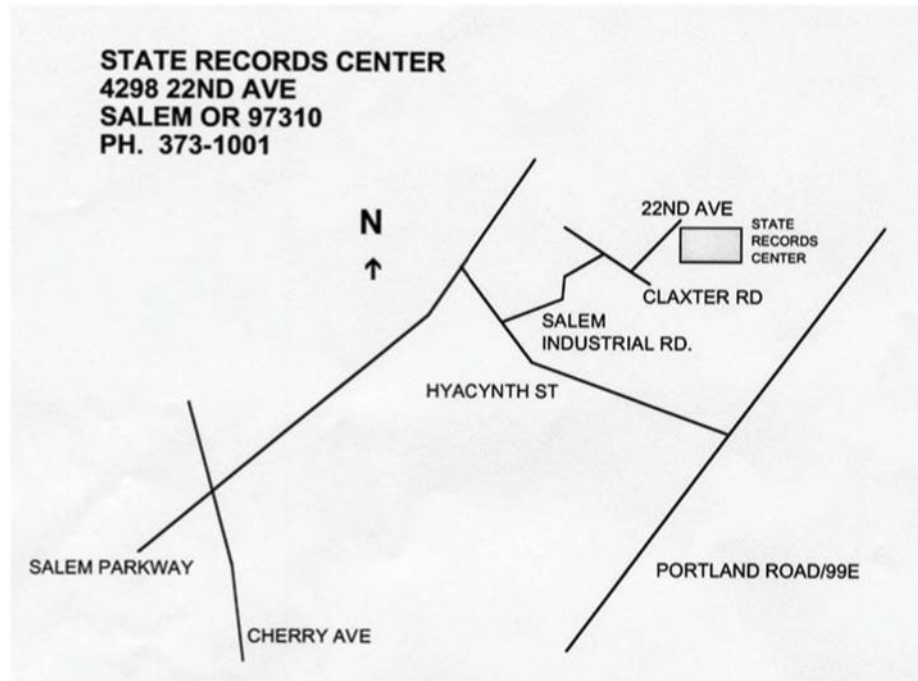
Loren Wuest, Records Specialist

Chad Davis, Records Specialist

***If you have any questions, please contact us:***

**503-390-2258**

[staterecordscenter.sos@sos.oregon.gov](mailto:staterecordscenter.sos@sos.oregon.gov)



EXAMPLE IMAGES BELOW

(LABEL TEMPLATE)

Agency Name		Oregon State Records Center		Accession Number	
Series Title:					
Box Arrangement:					
Agency Notes:					
		Schedule/Series Number		Destruction Date	