

**MULTNOMAH COUNTY, OREGON
ADMINISTRATIVE PROCEDURE REC-3**

SUBJECT:	Transferring records to the Records Center
PURPOSE:	To define the process for identifying and transferring inactive records to the Records Center
ORGANIZATION RESPONSIBLE:	Records Management Program
DATE:	May 11, 2016 Dwon
ORGANIZATIONS AFFECTED:	All Departments/Offices
LEGAL CITATION/ REFERENCE:	None

I. IDENTIFY RECORDS THAT ARE ELIGIBLE FOR TRANSFER TO THE RECORDS CENTER AND MATCH WITH APPROPRIATE RECORD SERIES

A. All records follow the Records Life Cycle of creation, active use, inactive retention, and disposition.



B. Inactive records (records with low activity) and records with permanent retention are eligible for transfer to the Records Center. Case files (such as medical case records, project files, and legal case files) should be transferred to the Records Center only when the case is closed or when the action in question is completed. You will be asked to provide the closed date in your Records Transmittal Workbook.

C. Match your records with the appropriate records series and sort them accordingly. Record series descriptions are found on your program's retention schedule. Retention schedules are available on the Records Management Program's public-facing website: <https://multco.us/records/retention-schedules>.

- D. If you have records that are not identified in a retention schedule, contact Records Management at records@multco.us.
- E. Inactive records that have already met their retention period can be disposed of. If you would like destruction to be documented, fill out a [Records Transmittal Workbook](#) and select destruction on the Transfer Sheet. Refer to REC-5 for details of the destruction process.

II. PACK THE RECORDS IN RECORDS CENTER BOXES

- A. Estimate the number of boxes needed.
 - a. One full file drawer of legal-size files requires about three (3) Records Center boxes.
 - b. One full file drawer of letter-size files requires about two (2) Records Center boxes.
- B. The Records Center will only accept records transferred in standard Records Center boxes.
 - a. Order boxes from Multco Marketplace under material code M61537001, File Transfer Carton. Records shipped in other containers without prior approval from Records Management will be returned.
- C. Pack folders upright in the box, so that the folder tabs are visible. Do not over-pack boxes; leave about 1-2 inches of empty space to allow ease of access.
 - a. Each box can hold no more than one records series. A box will be returned to the customer if it is found to contain records from more than one record series.
 - b. For boxes in which interfiling is expected, leave sufficient room in the box to accommodate new files.
 - c. Remove all records from hanging files and 3-ring binders, as they can cause injury when handling the boxes. When packing files that cannot be accommodated in a single file folder, use multiple folders and write on each file label that the file has multiple parts (e.g., Accounts Payable - 12/1/2013 – 12/15/2013 - 1 of 3).
 - d. Remove rubber bands in boxes that hold records with a retention period of longer than 5 years -- rubber bands have a very short lifespan and will damage the records.
 - e. When placing file folders into boxes, please keep in mind that adhesive labels lose their adhesion after a few years, resulting in unlabeled files. If the records have a retention of more than 10 years, staple the label onto the file or hand write the title (in pencil) onto the tab of the file folder.

III. LABEL THE BOXES

- A. Label the boxes using the pre-printed labels available from Records Management. Complete each label as follows:
 - a. *Control Number*: Leave blank until Records Management provides you this number (after you submit your Records Transmittal Workbook).
 - b. *Department*: Enter the abbreviation for your department.
 - c. *Section*: Enter the organizational unit that created and is responsible for the records.
 - d. *Record Series Title*: Use the agency series name and number found on your program's records retention schedule (e.g., Employee Time & Leave Records (DCAGEN-002)).

- e. *Box Number*: Number boxes consecutively beginning with 1, corresponding to the box number on your completed Records Transfer Notice, and include the total number of boxes being transferred (e.g., 2 of 3).
- B. Place completed labels on each box, about one inch below either handhold. Each box only needs one label.

IV. COMPLETE THE RECORDS TRANSMITTAL WORKBOOK

- A. The depositing office is responsible for supplying Records Management staff with the information necessary to ensure the storage, retrieval, and disposition according to applicable public records laws and regulations.
- B. The information entered in the Records Transmittal Workbook is imported into the records management software system used to manage the storage, retention, and disposition of the transferred records.
- C. Questions regarding the Records Transmittal Workbook can be referred to the Records Management Program at records@multco.us.
- D. Share the completed Records Transmittal Workbook with records@multco.us.

V. AWAIT TRANSFER CONFIRMATION AND INSTRUCTIONS FROM RECORDS MANAGEMENT

- A. You will receive an email that will include a confirmation/control number for your transfer request and directions for transporting the boxes to the Records Center.
 - a. Write the control number on the box labels provided by Records Management. Distribution will not transport boxes without control numbers.
 - b. If the shipment is less than 11 boxes, you will be instructed to send the boxes via interoffice mail.
 - c. If the shipment includes 11 boxes or more, Records Management will coordinate special pickup with the agency contact and Distribution. The agency contact will need to provide the agency's Mcode (used for Distribution billing purposes) as this may be needed to cover special delivery charges.
 - i. The boxes should be prepared by the pickup date scheduled and communicated to you by Records Management and placed in the regular mail pickup area unless different arrangements have been made with the Records Management Program and/or Distribution Services.

VI. PRE-ASSIGNED CONTROL NUMBERS

- A. For agencies that coordinate with Records Management to receive pre-assigned control numbers for records not yet boxed (used for systems where the control number is entered into an agency database for file tracking), an agency contact will submit a Records Transmittal Workbook when the boxes are prepared for transfer, noting that they belong to a pre-assigned control number group. In addition, an agency contact will notify Records Management when the last box of an accession is shipped (and thereby "closing out" the control number). Customers that send boxes without a pre-completed Records Transmittal Workbook will have their records returned at the Customer's expense.

VII. EXPECTED SHIPMENTS

- A. The Records Management Program periodically follows up on shipments expected, but not received by interoffice mail. If a shipment is not received within 1 year, and the agency contact has not responded to Records inquiries regarding the shipment, the accession and control number will be cancelled.

NOTE: The above administrative procedures describe the standard procedure for transferring records to the Records Center. The Records Management Program offers additional options to accommodate specific agency needs and formats. Please contact the Records Management Program for more information.