



**STATE OF CONNECTICUT**  
**CONNECTICUT STATE LIBRARY**

231 Capitol Avenue • Hartford, Connecticut 06106-1537



**GENERAL LETTER 2009-1**

**DATE:** January 13, 2009

**TO:** Administrative Heads of State Agencies and Records Management Liaison Officers

**FROM:** Mark H. Jones, Ph.D.  
State Archivist

**SUBJECT:** Transfer of Records to the State Archives

This General Letter applies to state agencies that transfer public records to the State Archives. This letter replaces General Letter #1A: *Transfer of Records to the State Archives (revised March 1996)*.

**TRANSFER OF RECORDS TO THE STATE ARCHIVES**

The following guidelines and procedures govern state archival operations in appraising records and accessioning archival agency records into the Connecticut State Library:

1. Before contacting the State Archives, the agency Records Management Liaison Officer (RMLO) should review records retention schedules to determine appropriate retention periods. For reference, the State Archives staff prefers to work with the agency RMLO; however, the RMLO may designate other agency personnel familiar with the records as contact persons.
2. State Archives staff must appraise all archival records prior to transfer to the State Archives. Please do not send records through the mail, by courier, or other means of transport without first contacting this office. State Archives staff may need to make an on-site visit in order to examine records. Prior to any visit, the RMLO should make certain that State Archives staff can access the records and that a person knowledgeable about the function and content of the records is available to answer questions.
3. If the State Archives staff determines that the records have archival value, the agency will need to box the records, label the boxes, create container lists, and consult with State Archives staff regarding transport.

- (a) **Boxes.** Agency personnel should place files and other loose items into standard 1.0 cubic foot records cartons in order to ensure proper handling and transport. The Fellowes R-KIVE® Banker's Storage Box is an example of a well-manufactured box that meets the following specifications:
- (1) Construction: multilayered corrugated cardboard / double-walled.
  - (2) Inside Dimensions: 12"(w) X 15"(d) X 10"(h).
  - (3) Stacking Weight: at least 800 pounds.
  - (4) Size: letter or legal-size (stored lengthwise) files.
  - (5) Lid Closure: removable (lift-off) locking lid that clasps into the handle.
  - (6) Handles: reinforced hand holes that are less likely to tear.
- (b) **Packing the Box.** Agency personnel should put the records into the boxes in the same order as in filing drawers. **Do not** remove records from the file folders or over-pack boxes. The weight limit for each box is thirty (30) pounds. State Archives staff cannot accept improperly constructed, over-packed, or damaged boxes. Such items will be returned to the agency.
- (c) **Labeling the Box.** Agency personnel must label boxes adequately with the following information:
- (1) Box number, e.g., "1" and numbered consecutively.
  - (2) Name of the agency and division, e.g., "Connecticut State Library – State Archives."
  - (3) Brief description of the contents of the box, e.g., "State Archivist Jones' Subject Files, 1980 – 2009."
- (d) **Container List.** A container list is an inventory of the records, usually by box number, that describes the contents. An electronic version of the container list should be sent to the State Archives before the physical transfer and a hard copy should accompany the shipment. Staff cannot accept records without a container list.
- (e) **Transporting the Records.** In most cases, the State Archives staff will transport the boxes from the agency to the State Archives. However, in some circumstances, the agency may be required to transport the boxes to a designated Connecticut State Library facility.
4. Lastly, the RMLO must complete the Connecticut State Archives *Memorandum of Transfer* <http://www.cslib.org/archives/> and either include it with the shipment or send it to the State Archives immediately after the physical transfer. State Archives staff will sign the *Memorandum of Transfer*, keep the original, and return a copy to the agency.

The State Archives staff is available for consultation and to provide advisory services so that your agency can carry out these measures. Please contact Mark Jones at (860) 757-6511 or [mjones@cslib.org](mailto:mjones@cslib.org).