



## CHILDREN'S HOSPITAL BOSTON ARCHIVES RECORDS TRANSFER FORM

**Please complete this form before transferring records to the Hospital Archives.**

Inactive records that document the important activities and functions of your department should be transferred to the Hospital Archives. For further information about the types of records that should be transferred to the Archives, please see our collection policy.

If you have determined that your records should be transferred to the Archives, please take the following steps:

1. Call the Hospital Archives at **5-5286** at least one week in advance to discuss the transfer of the materials, obtain acid-free folders and record cartons.
2. Place all records in acid-free file folders. Make sure each folder is labeled. Do not send records in hanging files. Hanging files add weight and take up space.
3. Place the folders into records cartons in the same order in which that were maintained in your filing system. Do not overstuff the boxes.
4. Label the front of the box with your office name and the number of the box (e.g., Public Affairs, Box 1 of 2).
5. Complete this form, which documents the transfer of the materials and their custody from the originating office to the Hospital Archives.

The records you send to the Archives will be logged into our Acquisition Database and added to our processing schedule. You may still have access to your records after they are transferred to the Archives. **Please attach a list of folder titles to this form.**

Date of Transfer: \_\_\_\_\_

Department/Office Name: \_\_\_\_\_

Name and Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Primary Creators and Users of Material:  
\_\_\_\_\_

Description of Material:  
\_\_\_\_\_

Number of Boxes: \_\_\_\_\_ Date span of materials: \_\_\_\_\_