

RECORDS MANAGEMENT SERVICES

STANDARDS FOR RECORDS TRANSFERS

Schedule in effect

A current General Records Schedule must be in effect or pending approval before any transfer of records can take place.

File breaks

Files should be terminated, or cut-off, periodically so as to make their transfer and disposal in uniform chronological blocks. This technique is called "breaking" files, which means that on a given date a new set of files is established for the subsequent period. Files can be "broken" monthly, annually, biennially, etc., depending on the rate of activity or the rate at which they accumulate. If feasible, files should be "broken" and new ones established at the end and start of each fiscal year.

Closed-out files

Closed-out files are seldom referred to more than once a month per file drawer. These files are usually considered closed-out when a given event occurs; e.g., the end of a fiscal year, an employee separates from State service; a claim is settled; a purchase order is paid. Large quantities of these files should be transferred to the State Archives as soon as practical to achieve optimum space, equipment and personnel savings.

"Archives" boxes

Records are not accepted by the State Archives in filing cabinets or other filing equipment. The State Archives is designed for maximum storage capacity by using cardboard containers on metal shelving. Records must be removed from file cabinets, listed and boxed before leaving the agency. "Archives" boxes are available from the Juniper Valley Products. Please see the Purchase Guide located at <https://www.colorado.gov/pacific/archives/common-records-management-documents>

Finding aids

The Public Records **E-Register** is to be filled out and submitted in duplicate prior to transfer of records. See the **transfer procedures for permanent records** and **non-permanent records** for more information. If the Public Records E-Register is incomplete, records can not be shipped. Each record series is to be listed on a separate Public Records E-Register. Public Records E-Register forms are available at: <https://www.colorado.gov/pacific/archives/common-records-management-documents>

Advice and assistance

Advice and assistance on transfers should be obtained for the agency records officer or from the State Archives (303) 866-4900.