

# Steps to Archiving Files and Drawings to the GT Warehouse

- Packing Up the Files:
  - Boxed files should be packed into specified archive boxes.
    - Standardized records boxes can be obtained through the Georgia Tech Staples website. Use the manufacturer's number, 12770, to search for the boxes on Staples' site.
    - An example of the required box is shown at the website below:  
<http://www.fellowes.com/Fellowes/site/products/ProductDetails.aspx?Id=12770>
  - Drawings should be packed into craft bags and stapled (not taped) shut.  
[http://www.planbags.com/FMPro?-db=PB\\_Orders.fp5&-format=products.htm&-lay=cgi&-view](http://www.planbags.com/FMPro?-db=PB_Orders.fp5&-format=products.htm&-lay=cgi&-view)
  - The archive department prefers that files are in folders, not ring binders.
  - Do not leave rubber bands, clips, scotch tape, or paper clips on files.  
*(This will degrade the files over time.)*
- Complete the Box or Bag Label Form
  - Avery 5168 labels can be used.
  - A label template is available on the forms website.
  - Example of correctly completed label is below.

Georgia Tech Records Management  
Box Label

Accession number: \_\_\_\_\_

Department: Facilities Design & Construction

Record Type(s) or Series:  
Contracts (CM), Budget & Schedule,  
CDs (Misc), LEED & Cx, ESA/Surveys  
& Investigations

Retention Number: N7 Permanent

Dates: From Jan 2010 to Aug 2013

Filing Order of Contents:  
By Building No: #203

Bldg Name: Ken Byers Tennis Complex (KBTC)

Proj. Number: 212-2010; BR-30-1105

Box Number: 2 of 4

Accession Number = Leave blank. This is completed by the archive department.

Department = Facilities Design & Construction

Record Type or Series = Detailed description of contents

Retention Number = This is based on your document and BOR Code

Renovations = N6 Permanent, New Construction = N7 Permanent

Date = Beginning and Ending date of information in box

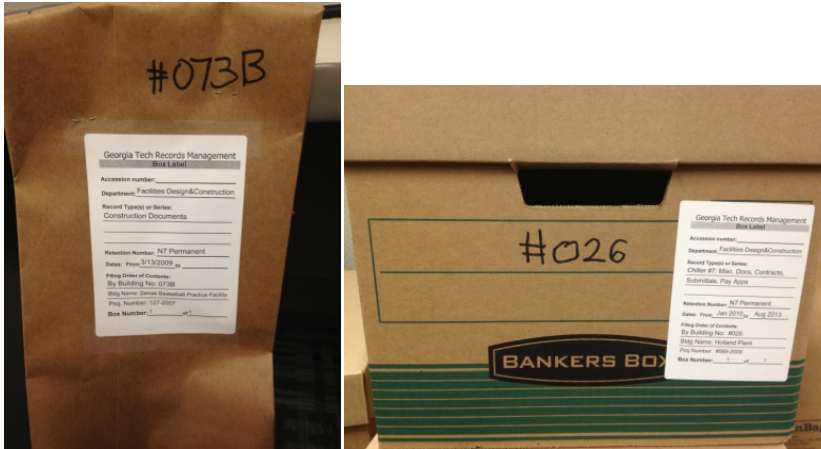
Filing Order – BY BUILDING NUMBER

Box Number - If the boxes or bags are part of a series, number them 1 of 3, 2 of 3, 3 of 3, etc.

Please see link below for details on retention numbers for other file types.

[http://www.usg.edu/records\\_management/schedules/A/](http://www.usg.edu/records_management/schedules/A/)

- Label the Box / Drawing Bag
  - Peel and stick the BOX LABEL to short side of Box or the top of the Drawing Bag.
  - Put the building number in large print in permanent marker on the box or bag.



- Make sure that you files are entered into the D&C Records Spreadsheet  
It will be much easier to retrieve your files in the future if you make sure that the designated Facilities employee enters your records with a detailed description of the contents into our master spreadsheet.
- Contact GT Records Management for Pick Up  
Call Kevin Brown at 404-367-0499 or Kirk Henderson at 404-894-6223 to schedule pickup.  
Or complete a records request here:  
[http://www.library.gatech.edu/archives/records\\_transfer\\_form.php](http://www.library.gatech.edu/archives/records_transfer_form.php)

For More information:

[http://www.library.gatech.edu/archives/records\\_transfer.php](http://www.library.gatech.edu/archives/records_transfer.php)

E-MAIL: [kevin.brown@library.gatech.edu](mailto:kevin.brown@library.gatech.edu)

TITLE: Records Coord II

LOCATION: 0900

PHONE: 404-367-0499

The Library Archives are located at:

1594 Marietta Blvd

Open M-F from 9:00AM – 4:00PM

POC: Kirk Henderson, 894-6223

Kevin Brown, 894-0499