

# Transferring Records to the Archives and Corporate Records Unit (ACRU) – Appendix A

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## 1. Packing Boxes

Boxes can be ordered through iProcurement from Office Depot. Their product code is **4875726** and they come in packs of ten. If you are unable to purchase these boxes, please ensure the ones you use are robust enough to carry the weight of your records; and that they are size **250x331x383mm** to ensure they fit on our shelves.

Remove papers from binders and place in labelled cardboard folders. Remove any unnecessary papers. Tie items together in bundles if they are too large to fit comfortably in folders.

For guidance please read Weeding files on our website: <https://www.imperial.ac.uk/admin-services/acru/recordsmanagement/managingyourrecords/>. Use confidential waste disposal to discard of material of a sensitive nature or that contains personal details.

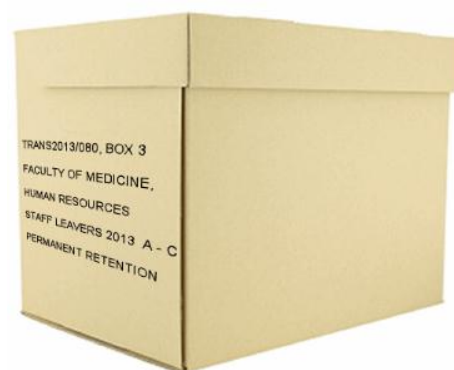
Avoid placing items with different dates of destruction in the same box (see section 2 below for explanation of destruction dates).

As you pack each box, make a note of its contents on the transfer form (see section 2 below).

**Do not overfill your boxes!** You must be able to comfortably lift them. Guidance on safe lifting can be found on the College's website.

Clearly label the handle end of the box (short end of a transfer case) with the following details:

- **transfer number** (issued to you by ACRU)
- **box number** (a running sequence starting with 1)
- **destruction date**
- **name** of the Department/Division and Section/Office to which the box/item belongs
- **brief description** of the contents of the box



**Please note:** Any boxes not properly labelled will delay the collection process and may be returned to your team.

## Transfer Form

### Transferring Records to the Archives and Corporate Records Unit (ACRU)

1. Before transferring boxes you must contact the ACRU at [acru@imperial.ac.uk](mailto:acru@imperial.ac.uk) to inform us that you are planning to transfer records. Having contacted the ACRU you will be issued with a transfer number and boxes. You will need a new transfer number every time you transfer a new load of boxes. See [appendix A](#) for advice on packing boxes.
2. Complete a transfer form that gives a full description of the contents of the boxes. On occasion you may be requested to complete a Transfer Form for each box. Each box requires a Box number, this is a running sequence starting at 1. See [Appendix A](#) for further details as to how to complete the transfer form correctly.
3. Once a box has been packed and its contents listed, please write the following on the outside of the box:
  - transfer number (this number remains the same irrespective of the number of boxes, files or bundles)
  - box number
  - date of destruction (in consultation with ACRU/Retention Schedule)
  - name of the Department/Division and the Section/Office to which the box belongs
  - brief description of the contents of the box

If the material / boxes are transferred to storage by car / taxi please ensure that they are not left unattended at any time during transit.

Department/Division ..... Section/Office .....

Records Creator ..... Contact name ..... Ext ..... Date .....

Listed by ..... Box number ..... (If completing a Transfer Form for each box)

Total number of boxes? ..... Permanent Retention? ..... Transfer number .....

Location ..... (For ACRU use)

Box Number / Inventory Number	Other Reference	Box title or file title or description of item	Start date of record/s (eg. date of earliest document / file in the box)	End date of record/s (eg. most recent date of document / file in the box)	Destruction date if applicable

## 2. Completing the transfer form

The **Department/Division** and **Section/Office** lines refer to who the records belong to and from where they are being transferred.

Please indicate the **Records Creator** if different from the above.

The **Contact name** and telephone **Ext** refers to the person to whom the records belong. This is not necessarily the same as the person who is listing them.

Write the **Date** that the form was completed.

The **Listed by** line refers to the person completing the transfer form with the contents for each box.

The **Box number** is a running number sequence starting at 1. This matches the number written on the outside of the box. This should only be completed if you need to complete one transfer form for each individual box.

Write the **Total number of boxes** to be transferred. Please indicate if these are standard boxes (as detailed in section 1) or transfer cases.

Write Yes or No for **Permanent Retention**, depending on whether the records have a destruction date or not (see explanation below).

The **Transfer number** is the code allocated to you by ACRU when you contacted them prior to packing and listing your boxes.

Completing the table:

<b>Box Number / Inventory Number</b>	<b>Other Reference</b>	<b>Box title or file title or description of item</b>	<b>Start date of record/s</b>	<b>End date of record/s</b>	<b>Destruction date if applicable</b>
1	Batch V2	Expenses 000001 - 000300	Jan 2014	Feb 2014	Apr 2020
2		Estates project ECO894	Aug 2009	Dec 2013	Review 2023
3		Staff leavers files A/SS 2012-015 to A/SS 2012/037	2012	2012	N/A

The **Box Number/Inventory Number** column is for the running box number you have assigned your boxes.

The **Other Reference** column refers to your department's file references, if any are in use.

The **Box title or file title or description of item** column is for a description of the box's contents. This should be detailed enough that someone else in several years' time can still identify what the records are. Therefore avoid acronyms and expand abbreviations.

The **Start date** refers to the date of the earliest document/file in the box, and the **End date** refers to the date of the most recent document/file in the box. These form the covering dates of the records in that box.

The **Destruction date** refers to the year that the records can be securely disposed of. You should refer to the College's retention schedule which states how long different types of records should be kept for. This can be found at <http://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/records-and-archives/public/Retention-Schedule-version-2010.pdf>

The destruction date should be calculated by adding the number of years given as the retention period on to the end date of the records. Some boxes may need to be kept permanently, or reviewed before they are destroyed. If you are unsure how long your records should be kept for, contact ACRU.

Please note, ACRU will always contact you for your permission to destroy boxes that have reached their destruction date before they are actually destroyed.

**TRANSFER FORM – CLINICAL TRIALS**  
ARCHIVES AND CORPORATE RECORDS UNIT (ACRU)

Please contact ACRU at [acru@imperial.ac.uk](mailto:acru@imperial.ac.uk) to inform us that you wish to transfer records. We will discuss the transfer, assign you a unique Transfer Number and liaise regarding collection.

Please fill in the following Transfer Form providing details about the Clinical Trial/ Study and the content of the boxes.

Once the boxes have been packed and the contents listed please write the following on the outside of the box:

- Transfer Number
- Box number (a running number starting from 1)
- Date of Destruction
- Name of the Department and Section to which the box belongs
- Title of the Trial/ Study

Transfer Number:	
Name:	
Department:	
Contact details:	
Date:	

Title of trial:	
Principal Investigator:	
Covering dates:	
Sponsor of trial:	
Name of any partner organisations:	

Number of boxes:	
Format of material:	

If boxes contain digital material please also fill in Appendix – Clinical Trials: Electronic Records.

### 3. Completing the clinical trials transfer form

If you are transferring records from a clinical trial, the form you will be asked to complete is slightly different. You should give as much detail as you can on the form.

The **Name** and **Department** refer to the person who is arranging the transfer. Their **Contact details** should include a telephone number and email address.

Write the **Date** that the form was completed.

The **Title of trial** should be the brief title of the study and/or its full title.

The **Covering dates** are the start and end dates of the records (see section 2 for explanation).

If the trial didn't have a sponsor and/or partner organisation involved, leave **Sponsor of trial** and/or **Name of any partner organisation** blank.

Write the total **Number of boxes** to be transferred.

Indicate the **Format of material** (eg. paper) and note if the boxes contain any digital material such as CDs.

Completing the table:

Box Number	Contents of Box	Covering Dates	Destruction Date
1	Patient signed consent forms 000001 - 000245	Oct 2007 – Mar 2013	Mar 2023
2	End of study report Investigators site file	Jun 2007 – Mar 2013	Mar 2023

The **Box Number** column is for the running box number you have assigned your boxes.

The **Contents of Box** should be detailed enough that someone else in several years' time can still identify what the records are. Therefore avoid acronyms and expand abbreviations.

The **Destruction date** refers to the year that the records can be securely disposed of (see section 2 for explanation). Sometimes a sponsor may request a longer or shorter retention period than normal, which should be complied with.

#### **4. Completed forms**

Photocopy the completed transfer form and place a copy into Box 1. If you have completed a separate transfer form for each box, place a copy of the relevant form in each box, ensuring the box number matches the one written on that form.

Send a copy of the transfer form to ACRU, preferably via email at [acru@imperial.ac.uk](mailto:acru@imperial.ac.uk) . They will then arrange to collect your boxes. They will also check your box list against the boxes that are then transferred and note the location of the boxes within their store on the form.