

Records Transfer and Shipment Guidelines

Issued: December 2023
Reviewed: December 2023
Next review: June 2024

Ministry of SaskBuilds and Procurement

Maintained by: Operations and Service Delivery Division

This guide should be used to learn how to ship and transfer government records.

Records Transfer Form

Records Transfer Forms (RTF) should be submitted to the Records Centre via email. **RTFs will only be accepted if; they are emailed by a designated Records Coordinator for that organization, or if the Records Coordinator indicated on the RTF is also cc'd in the email to the Records Centre.** Transfer number will be supplied by the Records Centre after the entire transfer has arrived and box numbers have been verified.

Box Numbers

Box Numbers may consist of **up to 6 alphanumeric characters**. No special characters including dashes, slashes, or spaces should be used. To ensure accuracy when picking boxes for retrieval or disposal it is important that the numbers written on boxes are **identical** to what is on the RTF.

Examples of common discrepancies:

- writing "Box #" on the box before the number, or "BOX 1 of 3" instead of just "1"*
- "DMO1" vs "DM01" vs "DMMO1"*
- RTF lists box number as "101" but box is numbered "AD101"*

Box numbers should be written largely in black marker on both ends of the box below the hand-hold. To avoid errors and protect from breaches of privacy, **there should be no writing on the box aside from the box number and any manufacturer markings already on the box.** Anything written on the outside of boxes is visible to Records Centre staff, mail staff, drivers, couriers, and potentially others and.

Recommended Boxes

Standard records storage boxes measure 15"x12"x10". It is recommended to use boxes with a single-wall corrugated burst rating of 200# or an Edge Crush Test (ECT) rating of 32 with an attached lid. This will ensure that boxes can survive being shipped and stacked on pallets to be transported by forklift to their shelf location. For any other sized boxes, please consult with the Records Centre prior to submitting your RTF.

Packing Boxes

Secure boxes with $\frac{3}{4}$ " fiberglass or filament tape, being sure to tape all the way around the box directly over the hand-hold. This will help prevent the hand-hold from ripping when being handled, and will make sure that the area where the barcode label will be affixed by the Records Centre is left clear (*see picture below*). Filled boxes should weigh less than 30lbs, the dimensions of the box should not be distorted due to over-filling, and the lid should close flat.

Shipping Boxes

Boxes can be shipped through Inter-Office Mail or be delivered by a courier. There is a limit on how many boxes can be shipped each day through Inter-Office Mail, so this method is best reserved for smaller new transfers of less than 20 boxes or for returns. **Courier deliveries of new transfers will need to be scheduled at the discretion of the Records Centre** based on the size of the transfer and other scheduled deliveries; you may return retrieved boxes at your convenience. To help ensure that boxes are moved to a secure shelf location as quickly as possible and are not required to be kept with couriers over night, we will typically not schedule shipments for Fridays and ask that deliveries arrive at the Records Centre before 4pm.

"Add-On" Boxes

To best manage your own records you may want to add a box to an existing transfer. To add a new box to an existing transfer, we still require authorization from the Records Coordinator and either a new/updated transfer form or all the required information (including disposal year) in an email.

Damaged Boxes

It is the responsibility of the organization to ensure their boxes stay in good condition and are replaced as necessary. When replacing a box that has previously been sent to the Records Centre, please write the **box number and transfer number** on the new box exactly as they were on the original box. When it arrives back to the Records Centre a replacement barcode label will be put on the box. Boxes are stacked on pallets and moved by forklift in the Records Centre and damaged boxes that can not safely be stacked can pose a safety hazard in addition to putting records at risk of being lost or damaged. Boxes that are sent to the Records Centre that are visibly damaged will be returned to be have the box replaced.



Example of proper taping and numbering of boxes. Barcode label to be affixed by Records Centre upon arrival in location pictured.