

## Records Transfer Form (Trust Records Centre, 9 Prescott St)

Records should only be sent to the Records Centre that are not in current use and that will be kept for more than 3 years from date of transfer. Records should be sent in Records Centre boxes. Please contact the Records Management team before transferring any records.

### Instructions

1. Write temporary running number on the front of each box (i.e. 1,2,3). There is no need to write or stick anything else on the boxes.
2. **Put the records into the boxes according to end dates (last date in each file) and type of record** (e.g. training policy files ending in 2002 in box 1, training policy files ending in 2003 in box 2, training attendance sheets from 2002 in box 3)
3. List the box number, title and date of each file on this form. Send the completed form as an email attachment to Sarah Coombs.
4. If you are transferring research trial records, we need specific information about each trial (see guidance on transferring records).

Details of depositor	
Name of person transferring records	
Office / Department	
Directorate	
Person with authority to approve disposal of records (name and position)	

Details of transfer	
Number of boxes	
Date form completed	
Location to be collected from (staff at Prescott Street should bring down the boxes themselves)	

Details of records		
Box number (1, 2, 3 etc)	Contents of box (list title of each file in every box)	Covering dates (of each file)

