

How to Transfer Paper Permanent Records to the Alabama Department of Archives and History (ADAH)

- Identify that the records have been listed as permanent on your agency's [Records Disposition Authority](#)
 - Contact ADAH at Becky.Hebert@archives.alabama.gov to obtain boxes
 - ADAH provides the boxes for permanent records transfer at no cost to your agency
 - Place only one type of record per box, **even if it does not completely fill the box**
 - Ex. "Meeting Minutes" should be in a separate box from "Publicity Files"
 - Ensure records are organized systematically (for example by date, alphabetically, numerically, by ID number, etc.)
 - Pack the records in the box on the long side (15-inch side) single file as if they are all legal sized folders
 - Packing this way will use more boxes but ensures their long-term preservation
 - Do NOT place any folders down the sides of the box or on the top of the other folders
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- Consider these preservation concerns when packing:
 - All documents must be in identified file folders (no loose papers)
 - No rubber bands
 - Documents should be removed from three-ring binders and placed in labeled file folders
 - Create file folder listing
 - ADAH will send a sample Excel spreadsheet for you to create a file folder listing of the contents of your permanent records transmittal
 - Place temporary labels on the boxes
 - Use post-it notes and secure with tape to identify the contents of each box
 - ADAH will create permanent labels later
 - Email file folder listing to Becky.Hebert@archives.alabama.gov and notify ADAH so that we can pick up the boxes
 - The email may include any potential privacy concerns you would like ADAH to take into consideration
 - ADAH will fill out a temporary custody receipt form with you when picking up the boxes
 - The permanent records transmittal form will be emailed to you for signature after review