

## 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](mailto: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
- 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 box listing and a separate file folder listing in excel
  - ADAH will send two sample Excel spreadsheets for you to create the transmittal form with the box listing and a separate file folder listing of the contents of your permanent records transmittal
- Email both excel spreadsheets without a signature to [Becky.Hebert@archives.alabama.gov](mailto:Becky.Hebert@archives.alabama.gov).
- ADAH will work with the agency to complete the transmittal process
  - ADAH may have some questions and make modifications to the file listing and transmittal form to ensure your agency's records will be accessible
  - ADAH will create and deliver labels for the boxes
  - ADAH will send the final transmittal form to the agency for signature
- Pickup of boxes will be scheduled
  - Labels will first need to be placed on the boxes
  - The transmittal form will need to be delivered with the boxes

