How to Transfer Records to the University Archives

The University Archives accepts records that are the permanent historical record of the activities of the University. Please call the University Archives at 212 854 3786 if you have questions about whether the records you wish to transfer are permanent historical records.

Submit a transmittal form before physically shipping the records. This form is relatively easy to complete, can be found on our website (under “Donating Materials”), and faxed prior to the shipment. This will allow us to know what to expect and to make the necessary space arrangements. A copy of this document also acts as a receipt for records accessioned by the University Archives/RBML.

In addition to a transmittal form, please provide a detailed container list for each box you send to us - physically placed in each box. This list should note all the individual folder titles and/or describe the non-foldered items packed in a specific box. This list will help the archivists better access material and to quickly process it, and will also enable you or your office to more easily retrieve records if necessary. To that end, you should keep a copy of these lists for future reference. We encourage you to use our container list template found in the “Donating Materials” section of our website. If you create a word processed list, please send the file electronically to uarchives@columbia.edu.

If you are transferring records in a media other than paper (i.e. film, magnetic tape, microfiche), note the media type on the transmittal form.

Please number each box. The number should be marked clearly on the outside of the box and match the information on the transmittal form and the container list(s).

When you are ready to physically transfer your boxes, please contact Lea Osborne at lo2176@columbia.edu or 212 854 8480 to make the necessary arrangements. In order to facilitate the transfer of material, the UA/RBML requires at least two weeks notice.

PLEASE SHIP MATERIALS TO THE UA/RBML IN RECORD CARTONS. Record cartons (standard size is 10 x 15 x 12) can be found at any local office supply store. It does not matter if lids are attached or separate, but spacing configurations will only allow us to store this kind of box. If you need us to provide boxes, please contact Lea Osborne at lo2176@columbia.edu or 212 854 8480.

Please do not overstuffed boxes. This increases the likelihood of documents tearing and the boxes ripping. Please leave one to two inches of room in each box.

If a box is not filled to within one to two inches of capacity, please use paper or cardboard to fill the back of the box and allow the files to stand upright. Otherwise the documents will curl and become damaged.

Records should be packed in the same order they are filed in the office or place of origin.

Records should not be placed on top of other records in the box.

Do not submit hanging files. Replace hanging files with regular file folders if necessary.

Thank you for your cooperation!