

ROMAN CATHOLIC ARCHDIOCESE OF HARTFORD



OFFICE OF THE ARCHDIOCESAN ARCHIVES

POLICIES & PROCEDURES

~Collection Policy~

Guide to Packing & Sending Records

PART I – GENERAL INFORMATION

- The following guide applies to both internal and external depositors/donors of records to the AOH Archives and/or its Records Center.
- Please review the current AOH Archives **Collection Policy** in conjunction with this guide.
- The AOH Archives will accept records for deposit/donation into the AOH Archives and/or its Records Center from AOH central administrative offices, schools, parishes, affiliates, clergy, and external depositors/donors during its twice-yearly “**open collection periods.**”
- Records will only be accepted into the AOH Archives and/or its Records Center during the “**open collection periods.**”
 - Please do not send records or individual items outside of the “**open collection periods.**”
 - “Open collection” dates will be posted annually to the AOH Archives webpage (on the AOH Website) and made available by contacting the AOH Archivist (dates are subject to change).
 - Requests to deposit/donate records during an “open collection period” will be accepted pending space availability, preservation needs, and other necessary requirements.
 - If the AOH Archives and/or its Records Center are unable to accommodate a records deposit/donation request during an “open collection period,” please re-contact the AOH

Archives during the next “open collection period” to make arrangements. Otherwise, the AOH Archivist will contact the depositor/donor, as necessary arrangements are feasible.

- Please contact the AOH Archivist prior to sending any records or individual items to the AOH Archives and/or its Records Center - official paperwork, storage assessment, and delivery arrangements must be completed in advance.
 - Records will not be accepted without properly completed paperwork.
 - Non-approved boxes; improperly constructed, packed, or labeled boxes; and unexpected delivery of records will not be accepted.
 - Unexpected records will be discarded or returned at the depositor/donor’s expense.
 - Exceptions may be permitted for confidential/sensitive records, rare/fragile items, and certain extenuating circumstances – please contact the AOH Archivist to make arrangements prior to sending anything to the AOH Archives and/or its Records Center.
 - Unexpected records from external donors will be assessed on a case-by-case bases. If accepted by the AOH Archivist, said records will be treated as a free-will donation.
 - Information, assistance, and appropriate forms are available by contacting the AOH Archivist.
- Please reference the current AOH Archives **Records Collection Guide** and **AOH Records Retention Schedule (PPC.2017)** to determine what records to send to the AOH Archives and/or its Records Center.
 - If an item is not listed, do not assume that it may be discarded (the guidelines provide general overviews) – please contact the AOH Archivist for assistance as unlisted items may be of importance; otherwise have Canonical or legal retention; and/or may require special deposit elsewhere.
 - Inappropriate or otherwise non-compliant records will be disposed of accordingly.

PART II – COLLECTING RECORDS

- Designate a safe and secure space in your office or workspace to keep records intended for the AOH Archives and/or its Records Center.
- Place items in clean and durable storage boxes until it is time to send them to the AOH Archives and/or its Records Center.
- Keep a running list of the items added to each box.

PART III – PACKING & LABELING RECORDS

PURCHASING BOXES

- Only use 01 cubic ft. banker's boxes with detachable lids.
 - Other boxes and containers will not be accepted without prior approval, please contact the AOH Archivist in advance.
- The AOH Archives is not responsible for supplying boxes. Boxes can be purchased at Staples, Office Depot, Walmart, etc.
- **AOH Offices only** – contact the AOH Benefits Coordinator for assistance with ordering approved boxes.
- **AOH Offices only** - occasionally, the AOH Archives has reusable boxes available; please check with the AOH Archives prior to ordering boxes.

BOX ASSEMBLY

- Please assemble boxes and lids correctly.
- Assembly instructions usually accompany the boxes and/or are printed directly on the boxes.
- If you are unsure of how to assemble the boxes (including the lids), have difficulty with the assembly process, or need an assembly refresher course, please contact the AOH Archivist.
- Improperly constructed boxes will not be accepted.

PURCHASING FOLDERS

- Only use standard manila folders (3 tab or single tab) in the boxes.
- The AOH Archives is not responsible for supplying folders. Folders can be purchased at Staples, Office Depot, Walmart, etc.
- **AOH Office only** – contact the AOH Benefits Coordinator for assistance with ordering approved folders.

USING FOLDERS

- Remove records/files/contents from other office/personal folders and place in manila folders. (If the removed folder contains significant historical or informational value, place the separated folder in its own manila folder and follow instructions for Labeling Folders below).
 - Do not put hanging folders in boxes – they damage boxes and records and prevent lids from fitting properly.

- Papers, photographs, periodicals, maps, small and flat objects, etc., will fit safely in manila folders.
- Do not overstuff the folders.
 - If items protrude from the sides of letter-size folders, use legal-size folders instead.
 - Use score lines on bottom of folders to fold folders and accommodate size of contents.
 - Divide overstuffed files into several folders, label with corresponding titles, and number chronologically to maintain order and continuity (see Labeling Folders below).
- Remove all binder clips, rubber bands, paper clips, hooks/ fasteners, etc. (staples can remain in place) before placing items in folders.
- Do not fold, roll, or force items into folders. (If items are already folded or rolled, leave them as such and do not put in folders – see Packing Boxes below).

LABELING FOLDERS

- Only use pencil when labeling and/or numbering folders.
- Label folders (on tab) in pencil (not ink) with brief but accurate description of contents and date range.
 - Examples:
 - Annual reports, 2001-2010
 - Blue prints (description), 1988
 - Canceled checks, 2005-2006
 - *Catholic Transcript*, 2015 (JAN-DEC)
 - Grant/ Project (title), 1996-1997
 - Parish bulletins, 2002 [1/2]
 - Parish bulletins, 2002 [2/2]
 - Parish correspondence, 1985-1992

PACKING BOXES (with folders)

- Do not use broken boxes/lids or boxes with torn handles or holes – such boxes will not be accepted.
- Place folders upright in boxes and all facing the same direction so, labels can be easily read. Do not mix letter-size and legal-size folders into the same box – use separate boxes for each. (Do not lay folders on top of other folders in the boxes or stuff folders on the sides of boxes.)
- Use tissue paper, newsprint, or soft cloths to fill in gaps and prevent folders from falling over or contents from shifting inside boxes.
- Remove all binder clips, rubber bands, paper clips, hooks/ fasteners, etc. (staples can remain in place) before placing folders or items in boxes.

- Do not fold, roll, or force items into boxes. (If items are already folded or rolled, leave them as such – do not put in folders – pack in separate box as described below.)
- Do not overstuff boxes – boxes should weigh 30 lbs. or less when fully packed. You should be able to easily slide your hand in between the box and first or last folder in the box.
- Use additional boxes to avoid overstuffing; boxes do not have to be full or filled to capacity but, do not waste space in boxes – pack efficiently.
- Do not mix folders, binders, rolled items, and loose/breakable items in the same box – please use separate boxes for each. (i.e., all folders in one box, breakables in one box, rolled items in one box, binders in one box, etc.)
- Do not box magnetic and electronic items in same box.
- Lids should fit snug (flush/flat and tight) on boxes; nothing should be protruding from the boxes (top, sides, bottom).
- Do not tape boxes shut or secure boxes with tape.
- Improperly packed boxes will not be accepted.

PACKING BOXES (with non-paper or oversize items)

- ***Binders and large bound items***
 - Lay flat (on bottom of box) and stack on top of each other – alternate spines (left to right, right to left)
- ***Books and bound volumes***
 - Place spine down in box (spine touching bottom of box).
 - If volumes protrude over the top (lid does not fit snug), lay volumes flat (on bottom of box) and stack on top of each other – alternate spines (left to right, right to left).
- ***Framed items***
 - Wrap with tissue paper, newspaper, or soft cloth and stack flat on the bottom of the box and insert an empty manila folder or tissue paper in between each item (to prevent damage).
- ***Oversize material***
 - For items that do not fit the folders and/or are too large for the boxes, contact the AOH Archivist for assistance.

- *Small, loose, breakable, and fragile items*
 - Wrap each item individually with tissue paper, newsprint, or soft cloth and place items on bottom of box (avoid stacking items). Line bottom of box with tissue paper, newspaper, or soft cloths for cushioning – put another layer on top and in between items for additional cushioning.
 - Label each wrapped item with strip of masking tape applied to outside of the tissue, newspaper, or cloth covering (using pen on masking tape is OK – label masking tape prior to adhering it to wrapped item).

- *Storage media*
 - Placed floppy disks, memory sticks/flash drives, CDs, DVDs, etc., in sealed envelopes, label with pencil, and place in manila folders (label folders as previously noted).

NUMBERING & LABELING BOXES

- Only use pencil when labeling and/or numbering boxes.
- Number each box chronologically using a Post-It note.
- Note name of office, parish, school, affiliate, person, etc. (and city/town) under the box number on each Post-It note.
- Place the Post-It note on the outside of the box - on one of the sides with a handle – adhere Post-It note in center under the handle.
- Use a single piece of Scotch tape across the center of the Post-It note to secure it to the box (do not adhere Post-It note to lid).
- Do not write on or otherwise adhere other labels, signage, etc., to the outside of the box or lid.
- Cross out all other markings on boxes and lids (if they have been previously used).
- Improperly labeled boxes will not be accepted.

IMPORTANT INFORMATION

- If items show signs of mold, mildew, rot, infestation, fragility, etc., please contact the AOH Archivist before packing and/or sending the items.
- Do not send records to the AOH Archives and/or its Records Center that are routinely used on a daily bases or referenced periodically throughout the year.
- **General Rule:** do not send records less than 5 years old to the AOH Archives or records less than 3 years old to the AOH Archives Records Center.

- If you need to identify the contents of the box while still in use in your office or workspace, use an additional Post-It note to stick on the box.
 - Please remove the additional Post-It note before sending box to the AOH Archives and/or its Records Center.
- Do not write or tape anything directly on the box (other than the final Post-It note label) when sending the box to the AOH Archives and/or its Records Center.

PART IV – CONTAINER LISTS

- Prepare a container list for each box. Each list should note the box number; name of the office/institution; name and title of person who packed the box; any special notes, instructions or restrictions; date the box was packed; and a listing of the folders and/or items in the box.
- Place container list on top of folders or contents in each box.
- **Examples:**

Box:	01
Office:	AOH Archives
Name:	B. Woodall
Title/Position:	Archdiocesan Archivist
Notes/Restrictions:	N/A
Date packed:	01-01-2022
<u>Box list:</u>	
*Canceled checks, 2003-2009	
*Pamphlets, 1994-1996	
*Photographs: Archives staff, 2002	

Box:	02
Office:	AOH Archives
Name:	B. Woodall
Title/Position:	Archdiocesan Archivist
Notes/Restrictions:	Fragile items; sharp edged objects
Date packed:	02-23-2022
<u>Box list:</u>	
*Mugs – Synod, 2020	
*Paperweight – AOH crest, ca.1970	
*Trophy (baseball) – St. Joseph Cathedral School (Hartford), 1969	

Box:	03
Office:	AOH Archives
Name:	B. Woodall
Title/Position:	Archdiocesan Archivist
Notes/Restrictions:	N/A
Date packed:	01-01-2022
<u>Box list:</u>	
*Audiotapes: Archives conference, 1995 [22 tapes]	

PART V – CONTACTING THE ARCHIVES & SENDING RECORDS

INTERNAL DEPOSITORS/ DONORS (AOH)

- Once boxes are properly packed and labeled, please contact the AOH Archivist during either of the twice-yearly “open collection periods.”
- If space is currently available in the AOH Archives and/or its Records Center, the AOH Archivist will send you a Deposit Form to complete and schedule a delivery date.
- If space is unavailable, please retain your boxes and re-contact the AOH Archivist during the next “open collection period.”
- Complete the Deposit Form and place it in an inter-office envelope or manila folder and lay atop records inside Box.01. (If you do not have an assigned DEPT number, do not complete that line on the form – for Records Center use only.)

- The depositor/donor is responsible for transporting and delivering boxes to the AOH Archives.
- **AOH Offices only** - the AOH Archivist can arrange for AOH Facilities to collect the boxes and deliver to the AOH Archives.

EXTERNAL DONORS/ DEPOSITORS

- Please contact the AOH Archivist to discuss donating records and to complete questionnaire forms and Donor Agreements prior to sending anything to the AOH Archives.
- Unexpected donations will be handled on a case-by-case bases and only accepted as free-will donations; records may be discarded or returned at the donor/depositor's expense.
- The donor/depositor is responsible for mailing and postage; insurance; and/or personally transporting and delivering records to the AOH Archives.

PART VI – FINAL STEPS

- Once boxes have been delivered to the AOH Archives and/or its Records Center, the AOH Archivist will review and accession records (as applicable) or discard or return boxes (as applicable).
- The AOH Archivist will also review Deposit Forms, Donor Agreements, and other required paperwork; notify depositor/donor of receipt of records; and provide the depositor/donor with copies of the completed forms/agreements for their records once records are fully accessioned (original forms/agreements will be retained on-file in the AOH Archives).
- In accordance with departmental policies and procedures, all records received in the AOH Archives and/or its Records Center will be placed in quarantine and remain inaccessible until the end of the quarantine period.
- Please contact the AOH Archivist with any questions or if you need assistance.

**AOH Archives
134 Farmington Ave.
Hartford, CT 06105-6309**

860-541-6491 (P)

<https://archdioceseofhartford.org/archdiocesan-archives/>