



Transferring Archival Records to the State Archives

The following explains procedures for transferring permanent records from state and local government agencies to the Idaho State Archives (ISA). To transfer your agency's archival records, please follow the steps below.

Assess Records for Transfer

- Before you can transfer materials to ISA, please first determine if the records are eligible for transfer to ISA. Please contact ISA with any questions or a copy of "Records of Enduring Value."
- After identifying records eligible for transfer, please box the materials in cubic foot boxes (i.e. banker boxes). These boxes fit our shelving.
- The Archives encourages the use of specially designed acid-free boxes, 15" x 12" x 10" in size. Archival transfer storage boxes may be ordered by calling the State Archives at (208) 334-2620 or faxing your information to (208) 334-2626. The current price is \$3.25 per box. (Note: There will be a cost increase in the near future.) Mailing costs are not included in the box price. For a case of 25 boxes, the mailing fees usually run between \$10 - \$15.

Pack the Records

- Put only one type of record in each box and label the box clearly on the front as to contents of the box.
- Place the records in the box vertically, and in the same order that they were kept in the office.
- Place letter-sized folders across the 12-inch side, facing the front of the box.
- Place legal-sized folders across the 15-inch side, facing the left side of the box.
- Do not over pack or force records into a box; leave at least one inch of space for ease of access. This also allows for any additions in the future.
- Create an inventory/index of the materials in the boxes and submit that with the completed Transfer Form. Please also email ISA staff with an electronic copy of the box inventory/index as well.
- If you have bound volumes or other materials that will not fit in a box, please contact ISA for further instructions.
- For information and assistance in transferring electronic records to ISA, please contact the State Archives.

Complete the Archival Records Transmittal Form

- Archival Records Transfer Forms may currently be obtained from ISA State Archives. For each type of record that you wish to transfer (e.g., Minutes of Meetings, Case Files), you must complete a separate Transfer Form. Please refer to the Sample Transfer Form for an example of how to complete the Transfer Form. If you have any questions, please contact ISA.
- Call ISA to schedule a time/date to transfer the materials. If this is the first time that your agency has transferred records to ISA, or if the volume of records being transferred is large, please contact the State Archives well in advance of the transfer so that ISA can be prepared for the arrival of the materials.
- Send or bring the completed Transfer Form with the materials.
- Be sure to keep a copy of the Transfer Form for your records and refer to it if you need to contact the Archives about your records.