Transferring Records to the Temporary Records Centre

Subsequent to Deputy Governor's Office Circular Memorandum #7 of 2007- Appraisal of Intermediate Government Records- Records Officers should, before transferring records to the temporary Records Centre ensure that the following instructions are carried out:

1. Obtain a Records Centre Transfer List Form and a Code from the Records Management Unit.
2. Complete the list according to instructions.
3. Describe files appropriately giving the reference, series and title
4. Enter covering dates of the files (opening and closing dates)
5. Leave the action date blank.
6. Compare the contents of the box with the Transfer List to ensure the information is the same.
7. Sort the records into correct reference number order.
8. Keep records of the same series together.
9. Remove all metal clips and other ephemerals
10. Store only one Series in one box; do not mix records
11. *Standard Operational Procedures records (SOPs) should not be boxed (See A1)
12. *Do not send records whose specific retention periods have expired (See A2)
13. Give each box a legible temporary number (in pencil)
14. Place 3 copies of the completed list in each box.
15. Keep the 4th copy for your Records Office file
16. Book a date for transferring the records and working with the RM Unit.

Appendix 1 - Standard Operating Procedure Records (SOPs)

The following records should be destroyed routinely and should not be boxed.

a. 'With compliments' slips
b. Catalogues and trade journals
c. Telephone message slips
d. Non-acceptance of invitations
e. Trivial electronic mail messages or notes that are not related to agency business
f. Requests for stock information such as maps, plans or advertising material
g. Out-of-date distribution lists
h. Working papers, which lead to a final report
i. Duplicated and superseded material such as stationery, manuals, drafts, forms and address books.