

## **Checklist:**

### **How to Transfer Archival Files to the LAUC Archives at The Bancroft Library**

***Individuals:***

1. Identify files with historic value (see Section B of the Archives Guidelines)
2. Make a list (“inventory”) of the physical files and folders you have
3. Make an inventory of the digital files and folders you have
4. Let your Committee Chair or Division Chair know that you have archival files ready for transfer, and send a copy of your file inventory
5. Transfer your physical files and folders to your Committee Chair or Division Chair
6. Upload your digital files and folders to your Committee or Division’s Box space

***Committee Chairs:***

1. Identify files with historic value (see Section B of the Archives Guidelines)
2. Collect files from Committee members
3. Make a list (“inventory”) of the physical files and folders you have gathered
4. Make an inventory of the digital files and folders you have gathered
5. Contact the LAUC Records Coordinator and let them know you have archival files ready for transfer; send a copy of your file inventory
6. Transfer your physical files and folders to the LAUC Records Coordinator
7. Upload your digital files and folders to the Archives folder on Box (see “Transferring Digital Archives to Box”)

***Division Chairs:***

1. Identify files with historic value (see Section B of the Archives Guidelines)
2. Collect files from Division members
3. Make a list (“inventory”) of the physical files and folders you have gathered
4. Make an inventory of the digital files and folders you have gathered
5. If needed, contact your campus University Archivist for guidance
6. Follow the Records Transfer guidelines at <http://guides.lib.berkeley.edu/bancroft/transfer-university-records> to transfer your physical files and folders to the LAUC Archives
7. Upload your digital files and folders to the Archives folder on Box (see “Transferring Digital Archives to Box”)
8. Contact the LAUC Archivist with any questions, and send a copy of your file inventory
9. Let the LAUC Records Coordinator, Secretary, and President know when the transfer is complete

**LAUC Board Members:**

1. Identify files with historic value (see Section B of the Archives Guidelines)
2. Make a list (“inventory”) of the physical files and folders you have
3. Make an inventory of the digital files and folders you have
4. Contact the LAUC Records Coordinator and let them know you have archival files ready for transfer, and send a copy of your file inventory
5. Transfer your physical files and folders to the LAUC Records Coordinator
6. Upload your digital files and folders to the Archives folder on Box (see “Transferring Digital Archives to Box”)

**LAUC Records Coordinator**

*This new position is responsible for collecting and preparing digital files for transfer to the LAUC Archives by working with individuals, Division Chairs, the LAUC Secretary, and LAUC President.*

1. Ensure all digital files with archival value are collected from individuals, Committee Chairs, Division Chairs, and LAUC Board Members and uploaded to the designated Archives folder on Box
2. Ensure files in the Archives folder are organized by division or committee
3. Ensure all files on Box are listed in a file list ("inventory")
4. Support LAUC members in transferring physical records to the appropriate location
5. Work with the LAUC Secretary and LAUC President to confirm transfer of physical and digital files
6. Contact the LAUC Archivist to ensure all files are transferred to the LAUC Archives

**LAUC Secretary**

*Responsible for maintaining all general records; see Records Retention Schedule in the Archives Guidelines.*

1. Identify and collect Board or Statewide files with historic value (see Section B of the Archives Guidelines)
2. Compile a list (“inventory”) of the physical files and folders collected
3. Compile an inventory of the digital files and folders collected
4. Work with the LAUC Records Coordinator to upload digital files and folders to the Archives folder on Box (see “Transferring Digital Archives to Box”)
5. Work with the LAUC Records Coordinator to transfer all physical files to the appropriate location
6. Send file inventories for physical and digital records to the LAUC Records Coordinator

**LAUC President**

*Responsible for maintaining correspondence and reports, and for transferring records to the Archives; see Records Retention Schedule in the Archives Guidelines, and Article IV, Section 7 of the LAUC Bylaws.*

1. Confirm that all physical files have been collected and scheduled for transfer
2. Confirm that all digital files have been collected and uploaded to the designated Archives folder on Box
3. Collect file inventories from the LAUC Records Coordinator
4. Contact the LAUC Archivist and provide a copy of the file inventory
5. Follow the Records Transfer guidelines at <http://guides.lib.berkeley.edu/bancroft/transfer-university-records> to transfer physical files and folders to the LAUC Archives
6. Let the LAUC Archivist know that digital files have been uploaded to the Archives folder on Box