

Corporate Records Guidelines

Corporate Records guidelines to archive paper materials

1. If you need boxes and barcodes, please contact [Corporate Records](#) or order them on ROrder (if you have an account). Boxes can be delivered to you, along with barcodes, or you may use your own boxes. If using your own boxes, the following requirements must be met:

- They must not weigh more than 15kg
- They must be secure and fit for transfer
- There will be a charge for any boxes that need replacing by Crown, as a result of not meeting the above requirements.

Crown barcodes must be placed on the boxes, otherwise the driver will not collect them. Even if you already have boxes, you must order barcodes if you do not have any/enough.

2. Fill the boxes with records, following these guidelines:

- Put the records into the boxes according to end dates (last date in each file) and type of record (e.g. duty rosters ending in 2002 in box one, duty rosters ending in 2003 in box two). The same types of records ending in the same year should be boxed together.
- You do not need to write any numbers on the boxes – the barcode is sufficient.
- Please do not overfill boxes (the lid should fit on comfortably)
- Please put files flat into the boxes, rather than standing on their sides.
- If possible, remove files from box files and lever arch folders to save space — tie files in bundles and write any information from the box file or folder on a piece of paper, and place at the front of each bundle.

3. Ensure you have placed one barcode sticker on each box. One barcode sticker will need to be placed on the front of each box (if barcodes are placed on the lids or on the sides, the boxes will not be accepted).

4. Fill in a records transfer form (available from Corporate Records), listing the title and date of each file in each box. Do not use abbreviations, terms such as 'miscellaneous', or name files after individual people. It must be clear what the records are to someone unfamiliar with the team or the transfer. Please ensure you enter the barcode number of each box. It is also important to include the name of the person with authority to approve disposal of the records (the record owner). Transfer forms must be typed: handwritten forms will not be accepted.

5. If you do not have access to ROrder, email the form to Corporate Records. Once the form has been checked, the Corporate Records team will contact Crown to arrange collection of the boxes. When sending back the transfer form, please include in the email:

- the days and/or times that would be most convenient, or that would not be ideal for collection (a member of your team will need to be at the collection address when Crown arrive).
- An up-to-date telephone number, in case the driver needs to contact you.
- Any additional information the driver will need to know

If you have an ROrder account, you will have received training on how to transfer your records to offsite storage. If not, the following specific information should be added on your records transfer form. These details should be entered in the “file description” field, except the end date of trial, which should go in the “covering dates” field:

- Full title of research trial
- Name of Principal Investigator

- Name of sponsor and/or funder
- Research and Development, IRAS or ReDA number
- Budget code and name/address of budget holder if the study is NOT FUNDED for storage.
- Types of documents (such as CRFs, investigators file, protocol, central procedure files, consent forms, screening list etc.)
- End date of trial (and start date, if known) — enter within “covering dates” field. Please note that different research studies should be placed into different boxes. This is because the records will be reviewed 25 years from the date that the trial finished.
- Please do not forget to add the barcode number for each box in the first column
- Discs, USB sticks, portable hard drives, CD-ROMs, and any other form of electronic media are NOT for offsite storage. It is for paper records only. **If you have digital records that need to be retained as part of a study, please contact records.management@nhs.net for access to our customised SharePoint site. We will send you a link along with detailed instructions for submitting your folder request and uploading your files.**

How can I borrow records back?

If you have an RMOOrder account, follow the instructions given to you. If not, you can borrow any file or box that your office has sent to offsite storage by following the process below:

Contact the Corporate Records team with

- the title and date of the file/s
- barcode number/s of the box/es

The Corporate Records team will then order the file or box for you.

- If you have requested a file, it will be delivered to the address that you provided to Corporate Records or that is registered on RMOOrder. If you have requested multiple boxes that cannot be stored securely in your office space, we can receive these at our record store at Mile End (where there is also plenty of space to view the records). We are able to agree the most suitable arrangements on a case-by-case basis.
- Please contact Corporate Records when you have finished with the file/box or arrange on your RMOOrder account. Collection will then be arranged. The initial loan period is one month, but it can be renewed for as long as the records are needed.

Can I add papers to a file I have borrowed?

Yes, but you must tell the Corporate Records team that you have done this when you return the file or add it to your inventory on RMOOrder. It may change the date that the file will be reviewed/destroyed.