

## Transferring Records FAQs

### What boxes do I need?

If ordering from Office Depot: Product Code 321203, Office Team Standard, pack of 10, dimensions side-to-side 356 mm, front-to-back 410 mm, top-to-bottom 250 mm

If ordering from NHS e-procurement: Product Code 279-2655 Q-Connect Storage boxes pack of ten dimensions side-to-side 327mm, front-to-back 387mm, top-to-bottom 250mm.

### Why do the boxes matter?

If the boxes are too big, it halves our shelf capacity. The height of the box in particular should not be bigger than 250mm.

If you are unable to purchase these boxes, please ensure the ones you use are robust enough to carry the weight of your records; and that they are not bigger than those above.

### How do I pack and list?

Avoid placing items with different dates of destruction in the same box (see below for explanation of destruction dates).

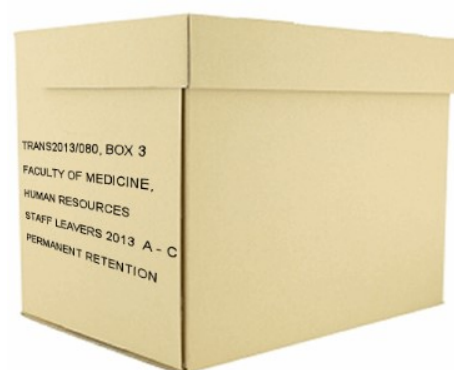
As you pack each box, make a brief note of its contents on the transfer form (see below). Just enough information that, if you need anything back, we know what we are looking for and which box it is in.

Keep records in their existing folders.

**Do not overfill your boxes!** You must be able to comfortably lift them. Guidance on safe lifting can be found on the College's website.

Clearly label the handle end of the box in marker pen with the following details:

- **transfer number** (issued to you by ACRU)
- **box number** (a running sequence starting with 1)
- **destruction date**
- **headline contents/study short title**



### What do I write on the transfer form?

Please complete the top section of the form by filling in:

- Your Name
- Your Department
- Your Contact Details
- The Date
- The total number of boxes
- The Transfer Number

The **Transfer number** is the code allocated to you by ACRU when you contacted them prior to packing and listing your boxes.

Completing the table:

Box Number / Inventory Number	Other Reference	Box title or file title or description of item	Start date of record/s	End date of record/s	Destruction date if applicable
1	Batch V2	Expenses 000001 - 000300	Jan 2014	Feb 2014	Apr 2020
2		Estates project ECO894	Aug 2009	Dec 2013	Review 2023
3		Staff leavers files A/SS 2012-015 to A/SS 2012/037	2012	2012	N/A

The **Box Number/Inventory Number** column is for the running box number you have assigned your boxes.

The **Other Reference** column refers to your department's file references, if any are in use.

The **Box title or file title or description of item** column is for a description of the box's contents. This should be detailed enough that if you need anything back, we know what we are looking for and which box it is in.

The **Start date** refers to the date of the earliest document/file in the box, and the **End date** refers to the date of the most recent document/file in the box.

### How do I know when to destroy?

The **Destruction date** refers to the year that the records can be securely disposed of. You should refer to the College's retention schedule which states how long different types of records should be kept for. This can be found at [Retention Schedule](#)

The destruction date should be calculated by adding the number of years given as the retention period on to the end date of the records. Some boxes may need to be kept permanently, or reviewed before they are destroyed. If you are unsure how long your records should be kept for, contact ACRU.

Please note, ACRU will always contact you for your permission to destroy boxes that have reached their destruction date before they are actually destroyed.

### What if I have a clinical study?

If you are transferring records from a clinical trial, the form you will be asked to complete is slightly different. You should give as much detail as you can on the form.

The **Name** and **Department** refer to the person who is arranging the transfer. Their **Contact details** should include a telephone number and email address.

Write the **Date** that the form was completed.

The **Title of trial** can be the short title of the study and/or its full title.

Include **Documas/ EDGE** or other references, if known

The **Covering dates** are the start and end dates of the records.

If the trial didn't have a sponsor and/or partner organisation involved, leave **Sponsor of trial** and/or **Name of any partner organisation** blank.

Write the total **Number of boxes** to be transferred.

Indicate the **Format of material** (e.g., paper) and note if the boxes contain any non-paper material such as CDs.

There is a separate Non-Paper Records Form to provide additional details.

Completing the table:

<b>Box Number</b>	<b>Contents of Box</b>	<b>Covering Dates</b>	<b>Destruction Date</b>
1	Patient signed consent forms 000001 - 000245	Oct 2007 – Mar 2013	Mar 2023
2	End of study report Investigators site file	Jun 2007 – Mar 2013	Mar 2023

The **Box Number** column is for the running box number you have assigned your boxes.

The **Contents of Box** should state that if you need anything back, we know what we are looking for and which box it's in.

The **Destruction date** refers to the year that the records can be securely disposed of (see above for details). Sometimes a sponsor may request a longer or shorter retention period than normal, which should be complied with.

### What do I do with the forms?

Photocopy the completed transfer form and place a copy into Box 1.

Send a copy of the transfer form to ACRU, preferably via email at [acru@imperial.ac.uk](mailto:acru@imperial.ac.uk). They will then arrange to collect your boxes. They will also check your box list against the boxes that are then transferred and note the location of the boxes within their store on the form.

### What happens next?

ACRU will arrange a date with you to collect your boxes from you.