



Clinton County Records & Archives

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Transfer for Storage Instructions

In order to transfer boxes to the Records and Archives for storage (temporary or permanent), two things must be done **before sending any boxes over**:

1. A box inventory sheet must be made and **approved** prior to the boxes being transferred.
 2. Each box must be a standard sized record box (in order to fit on our shelves) with a label securely attached to the short side with **scotch** tape, **NO MASKING OR PACKAGING TAPE** as we reuse boxes we must be able to remove the label. Only use **record approved boxes**, these are the dark brown boxes with removable lids.
 - a. NO hanging file folders
 - b. Box should weigh less than 50 pounds
 - c. Once approved the box inventory sheet is placed **inside** the box
- Records that have different destruction dates should be stored in **separate** boxes, and separate box inventory sheets.
 - If the destruction date is **Permanent** then please prep your box for scanning. *See Transfer for Scanning.*
 - Any boxes sent to the records center without the proper paperwork or labels will be sent back to the originating office.

Retention Schedules, Box Labels, and Box Inventory Sheets can be found on-line at <https://co.clinton.oh.us/government/records-and-archives/>

Inventory Sheet

The box inventory sheet is entered into our database to help future retrieval of records. A box inventory sheet must be faxed over **before** any work orders are made to transfer the boxes. The Clinton County Records and Archives **cannot** accept any boxes for storage without approving an inventory list.

The format of the box inventory sheet is flexible for what works best for each office. It is recommended that each department keep a copy of their box inventory sheets for each transfer so they are always aware what records they have sent to the Records and Archives. However, the following components **must** be included in the box inventory sheet:

- **Department box number**
- **Record Series Title(s)**
- **Dates**
- **Schedule #**

Transfer for Storage

The **department box number** will be used by your department to correlate to your inventory sheet. Each box number will begin with the three letters assigned to your department. If you are unsure of what these letters are please refer below. Following the letters are four numbers. Each department will begin at 1000 and depending on how many boxes will determine the box number. The numbers will increase as the number of boxes increase.

Example: if four boxes are brought over the number will read 1000, 1001, 1002, 1003. Within a year if the department has sent over 25 boxes the numbers will read 1023, 1024, 1025. The numbers will carry into the next year. Example: End of December 2018 box number is 1025, any box brought over in year 2019 will begin at Box # 1026.

Abbreviations for Departments

Auditor- AUD

Board of Commissioners- BOC

Board of Elections- BOE

Building and Zoning- BLZ

Clerk of Courts- COC

Common Pleas- CMP

Coroner- COR

Dog Warden- DGW

EMA- EMA

Engineer- ENG

HR and Insurance- HRI

Job and Family Services- JFS

Juvenile Court- JUV

Law Library- LAW

Port Authority- POA

Probate Court- PRO

Prosecuting Attorney- PAO

Public Defender- PUB

Recorder- REC

Sheriff Office- SOF

Soil and Water- SWC

Solid Waste- SWM

Treasurer- TRE

Veteran's Service Commission- VSC

Record Series Titles and **Schedule Numbers** are available by looking at your department Retention Schedule and/or the General Retention Schedule that is available on the website. If your items do not fit a specific series title, please consult the Records Manager.

<http://co.clinton.oh.us/government/records-and-archives/records-management/>

Below is a sample of what a records inventory sheet might look like for three boxes. This is just an **example**, the box inventory sheet we use is located on the Clinton County Records and Archives website. The Ministry of Magic would send a copy via email or fax to the Records Manager who would approve it since all components are included, and then let the department know that it is okay to transfer those 3 boxes that have the proper box label on them.

Sample Inventory Sheet

Department: Ministry of Magic

<u>Box #</u>	<u>Record Series Title</u>	<u>Inclusive Dates</u>	<u>Schedule Number</u>	<u>Destruction Date</u>
MOM-1000	Correspondence (General)	2010-01 to 2010-12	GS13-18b	2012-12
MOM-1001	Meeting Minutes (Official)	2015	GS13-48A	Permanent

Box Label Instructions

Department: Enter the name of the department that the records originated from. The department must be indicated on the box, even though each department has their own three letter abbreviation. If a unit is part of a larger department, please indicate both.

Example: Engineer – Map Department

Department

Department Box Number: This number will be used by your department to correlate to your inventory sheet. Each Department is assigned a three letter abbreviation for their department. These three letters begin the box number. The abbreviations for each department is included in the link below.

*Example: Auditor: AUD-####
Treasurer: TRE-####*

[Abbreviations for Departments.pdf](#)

The box number, this is the number after the abbreviation, is a four digit number. The four digit number goes in numerical order. Each department begins at 1000, so if you have transferred 50 boxes your Box Number is @@@- 1000 through @@@-1050. If you transfer only 3 boxes, then the box number is @@@- 1000, 1001, 1002. The box numbers contain a dash (-) between the three letter abbreviation and the four digit number, there are no commas or symbols between numbers. These numbers will continue throughout the years; *Example: End of December 2018 box number is 1025, any box brought over in year 2019 will begin at 1026.*

Box Number

Destruction Date (if applicable): Based on the retention schedule, list the date that the item is eligible for destruction. If there are files that have different retention periods then separate the files into different boxes.

Example: Files that are due to be destroyed in 2017, 2018, and 2019. The files would be placed in the box of that destruction date. So your 2017 box can have multiple folders of different records but they all fall under 2017, so they are placed in one box. If permanent, write “Permanent”

Destroy Date

Contents: The records within the box are included in this section. Whether there are one specific type of records or if there are different records in one box, the record type and the years of the records are included in this section. The dates include the dates of the records, *Example: Payroll Records 2012-2013, the Contents reads: Payroll Records 2012-2013.* Contents is the same as *Record Series Title* and *Inclusive Dates* on the Box Inventory Sheet.

Contents

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Below is an example of the Ministry of Magic com box label.

Department	Box Number	Destroy Date
Ministry of Magic	MOM-1002	2018-DEC
Contents		
Payroll Records 2016		

