

# How to Transfer Your Department's Records to University Archives

## Preparing your files:

- Fill out a [Request to Transfer Records to University Archives](#). Save a copy for your records. Send request to the University Archivist, UTSA Archives at HemisFair Park Campus, or fax to (210) 458-2386. The Archives will return a copy of your request with the recommended action.
- Place records in file folders with descriptive labels.
- Separate and label confidential materials.
- Replace hanging file folders with traditional flat folders.
- Label each box with a [University Archives Box Label](#).
- Pack records in the order in which they were kept by your office.
- Prepare a list of folder titles for each box, preferably in Microsoft Excel. Email the list to the University Archivist: [archives@utsa.edu](mailto:archives@utsa.edu)
- Fill out and send, through Campus Mail, a [Records Transfer Authorization](#) (this authorization is signed by the head of your department or college and authorizes the permanent storage of the records in the Archives).
- For transfers of 5+ boxes, contact Work Control at (210) 458-4262 or [workcontrol@utsa.edu](mailto:workcontrol@utsa.edu) to arrange for transport of your records to the UTSA Archives, HemisFair Park Campus, 3.08.01. (Four or fewer boxes may be sent through Campus Mail.)
- Call the Archives at (210) 458-2381 so that we may expect your records.
- You will receive confirmation from the University Archives that your records have been received. At that time you will be given the Accession Number assigned to your records. This number is used to identify the records should you need access to them.

## Need help? Contact us!

(210) 458-2381 or [archives@utsa.edu](mailto:archives@utsa.edu)  
<http://www.lib.utsa.edu/archives/ua/>