

**Institute for Advanced Study
Shelby White and Leon Levy Archives Center**

Instructions for Transferring Records

The Archives was created in 1986 for the preservation of materials of enduring value related to the history of the Institute for Advanced Study. Before transferring records, please contact the archivist for a consultation. She will work with you to confirm that the materials are appropriate for the Archives. If the materials are not appropriate for the Archives, she can make recommendations for alternative disposition.

After determining with the archivist that the materials have archival value, please follow these instructions to transfer them to the Archives:

1. Records should be transferred in standard, one cubic foot archival storage boxes that are available through the Archives. (Please contact us if you need boxes.)
2. Place files upright in the box (as if they were in a filing cabinet). Try to fill all boxes so that the folders do not sag. If materials are in hanging file folders, please do not rest the metal hangers on the side of the box, but place the folders completely within the box.
3. Please label each box to include the department name and the name of the person sending the records, the type(s) of records in each box, the dates of the files, and the number of each box. An example of a label might be:

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| <p>Department: Director's Office/Nadine Thompson General Description of Records: Rachel Gray files Dates: 1994-1999 Box 1 of 5</p> |
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4. Please fill out and submit a **Records Transmittal Form**. You need only one transmittal form per transfer (not per box). This provides a summary of the transfer and serves as your receipt for your files. Print one copy of the form to send with the boxes and also email the electronic file to archives@ias.edu.
5. Please prepare a listing of all the folders in each box. This can be a Word document, Excel spreadsheet, or other electronic file. For each folder, the listing should indicate the folder title and dates, when known. Please print one copy of the list and place the relevant portion in each box and also email the electronic file to archives@ias.edu.
6. Please notify the Archives before arranging with Facilities to move the records to ensure that someone is available in the Archives to receive them.

Thank you for your assistance in preserving the history of the Institute!