GALVESTON COLLEGE
RECORDS MANAGEMENT ARCHIVING PROCEDURE

1. Archive pick-ups will be scheduled with Harris County Department of Education (**HCDE**) for the 3rd Friday of the month during long semesters (Fall and Spring) by Galveston College's Records Management Officer (**RMO**) or Institutional Effectiveness and Research (**IE/R**) Office.

2. **HCDE storage boxes MUST be used for archival.** Contact Facilities if you need HCDE storage boxes. Note that storage boxes will be picked up by HCDE at the department location.

3. RMO or IE/R Office will circulate a campus-wide email regarding archiving with a link posted to the electronic **Archiving Request Form**, along with a submission deadline.

4. An electronic Archiving Request Form must be submitted by the department that is archiving records. **The department will complete the following items on this form:**
   a. **Department Name** *(enter department's name)*
   b. **Office Location** *(room # of were HCDE box is located)*
   c. **Client Box #** *(enter information based on department's numbering system)*
   d. **Date Range / Alpha-Numeric Range** *(enter date range and/or alpha-numeric range of box contents)*
   e. **Box Contents** *(enter a description of box contents)*
   f. **Destroy Date (format: MM/YYYY)** *(enter a destruction date according to the Texas State Library and Archives Commission - Local Government Retention Schedules)*

   > **If the department is placing multiple boxes in storage, the department will complete an electronic Archival Request Form for each individual box** *(example: if the department is storing 3 boxes, the department will complete the electronic form 3 separate times).* This is accomplished by clicking the "Submit" button posted at the bottom of the electronic form, then clicking on "Submit Another Response". This process will be reported until all archival boxes have been entered.

5. **The department will also complete the following items on the grid posted on the outside of the HCDE storage box:**
   a. **Client Name** is GALVESTON COLLEGE
   b. **Client Department** *(enter department's name)*
   c. **Client Box #** *(enter information based on department's numbering system)*
   d. **Date Range / Alpha-Numeric Range** *(enter date range and/or alpha-numeric range of box contents)*
   e. **Contents** *(enter a description of box contents)*
   f. **Destroy Date (format: MM/YYYY)** *(enter a destruction date according to the Texas State Library and Archives Commission - Local Government Retention Schedules)*

   Posted below are examples of what the completed grid might resemble . . .

or

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6. After the submission deadline has expired, the RMO or IE/R Office will download all of the electronically submitted archiving requests for processing. Download will take place Friday at noon the week before the 3rd Friday of the month.

7. RMO or IE/R Office will complete an **HCDE Box Transfer Form** using the electronic archiving request information submitted by the department. *(An HCDE Box Transfer Form will be created for each department that is archiving records).*

8. RMO or IE/R Office will place an HCDE Barcode number on the HCDE storage box(es).

9. RMO or IE/R Office will update the department's HCDE Box Transfer Form to include barcode number(s), and then create a final PDF copy of the HCDE form.

10. RMO or IE/R Office will submit the department's archival request to HCDE using the online application the Monday of the pick-up week, and attach a PDF copy of the final completed HCDE Box Transfer Form.

11. RMO or IE/R Office will email a PDF copy of the final completed HCDE Box Transfer Form *(with barcodes)* to the department to keep for their files/reference.

Note: HCDE maintains a database of Galveston College's boxes in storage. RMO or IE/R Office has access to this database and will use the barcodes for box retrieval purposes.

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