



## Twelve Steps to Hassle-Free Transfer of Your Records to the Archives and Records Office (ARO)

1. Request boxes from the Archives and Records Office (ARO). ARO boxes are **only** to be used for sending records to ARO; they are **not** to be used as moving and storage boxes.
2. Do not write anywhere on the boxes **EXCEPT** to number them in pencil in the upper right hand corner where it reads, "Agency Box #", e.g. 1 of 3, 2 of 3, 3 of 3.
3. Make sure you are putting your files in facing the **FRONT** of the box.
4. All documents must be in file folders that are clearly labeled or have the file title written directly on the folder.
5. Do not include binders or hanging file folders. Remove documents and place them in regular file folders, or accordion folders, and label them with whatever was written on the original binder or folder.
6. Folders need to be in alphabetical order if you are archiving personnel files, medical charts, benefits files, or dosimetry records. If you are archiving files that use a numerical system (like purchase orders) they need to be in numerical order.
7. Fill each box leaving about an inch of space in the back. The last box does not have to be full if there are not enough folders to fill it. Put packing material in the last box if it is not full so the folders stay upright.
8. If you wish and if your accession meets all of the Records Transfer Standards, ARO will do the data entry on all the folders in your boxes--we will enter the title of each folder **exactly as it appears on the folder** into our database. If your processes or applicable laws and/or regulations require more information than what appears on the folder (for instance, information on the contents of the folder, or subfolders within an accordion folder), then you will need to enter that information into the transmittal form yourself (see Step 9 below).
9. Download and fill out the records transmittal form at: <https://commons.lbl.gov/download/attachments/61276578/Trans.doc>. Transmittals will only be accepted as Word documents. If you are having ARO do the data entry for the folders, only fill out page one; if you are doing the data entry, also fill out the following pages as well, listing each folder/subfolder in the box. **NOTE:** If your records contain Personally Identifiable Information (PII), you need to check the "Yes" checkbox and list the kinds of PII contained in the records in the space provided. **This is a requirement.**
10. Place a copy of the transmittal in box one.



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11. Email your completed transmittal to [aro@lbl.gov](mailto:aro@lbl.gov). After ARO reviews the transmittal, you will receive an email with instructions on how to fill out the online Transportation Move Request form.
12. After we have completed processing your records we will send you a copy of the records transmittal.

**Please note that records will not be available to request during the shipment process to the Federal Records Center. It may take several days for the FRC to shelve the records and update their system before records can be pulled for requests.**

Have questions or need more help? Give us a call (ext. 5525) or send us an email ([aro@lbl.gov](mailto:aro@lbl.gov))

**Lawrence Berkeley National Laboratory  
Archives and Records Office  
Records Transfer Form**

Use one form for each records series. A records series consists of related files having the same disposal authority and disposal date. Please refer to the transfer and packing instructions for details at [https://commons.lbl.gov/download/attachments/61276865/LBNL\\_ARO\\_12\\_Steps.pdf](https://commons.lbl.gov/download/attachments/61276865/LBNL_ARO_12_Steps.pdf) or contact the Archives and Records Office at [aro@lbl.gov](mailto:aro@lbl.gov) or 486-5525.

<b>Division</b> Information Technology	<b>Berkeley Lab Accession Number (this will be assigned by ARO upon receipt of the records)</b>								
<b>Department</b> Division Directorate—Deputy CIO	<b>Section, Group or Project</b> Archives & Records Office								
<b>Department Head</b> Adam Stone									
<b>Person Transferring the Records</b> John W. Stoner									
<b>Phone Number</b> 510-486-6399	<b>Location</b> 69-119D								
<b>Records Title</b> John Stoner's Archives Records Office (ARO) Records Management Subject Files									
<b>Inclusive Dates of the Records</b> 2007-2009	<b>Number of Record Boxes</b> 2								
<b>Brief Description of the Records</b> This accession documents the activities of John Stoner, Laboratory Archivist and Records Manager at Lawrence Berkeley National Laboratory (LBNL) in providing records management services to the Laboratory. The types of records include but are not limited to training presentations, correspondence, email printouts, and draft notes. Subjects documented include but are not limited to Department of Energy (DOE) and National Archives and Records Administration (NARA) regulations and meetings, University of California (UC) records management policies and procedures, and Archives and Records Office (ARO) database redesign. The records are arranged alphabetically by file folder heading.									
<p><b>Do the records contain Personally Identifiable Information (PII) such as Social Security Number, Driver's License Number, CA State ID Number, Financial Account Number, and/or Health information?</b>          Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p><b>If you answered "Yes", then please list the categories of PII contained in the records below:</b>          Name, social security number, driver's license number</p>									
<p><b>Type of Materials</b> <i>(Check all that apply)</i></p> <table style="width: 100%;"> <tr> <td><input type="checkbox"/> Architectural and Engineering Drawings</td> <td><input type="checkbox"/> Photographs</td> </tr> <tr> <td><input type="checkbox"/> Graphs and Charts</td> <td><input type="checkbox"/> Other (Specify):</td> </tr> <tr> <td><input type="checkbox"/> Microfilm</td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/> Paper Files</td> <td></td> </tr> </table>		<input type="checkbox"/> Architectural and Engineering Drawings	<input type="checkbox"/> Photographs	<input type="checkbox"/> Graphs and Charts	<input type="checkbox"/> Other (Specify):	<input type="checkbox"/> Microfilm		<input checked="" type="checkbox"/> Paper Files	
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<input type="checkbox"/> Microfilm									
<input checked="" type="checkbox"/> Paper Files									

**Lawrence Berkeley Laboratory  
Records Transfer Form Addendum**

**NOTE:**

ARO will enter the title of each folder **exactly as it appears on the folder** into our database. If your processes or applicable laws and/or regulations require more information than what appears on the folder (for instance, information on the contents of the folder, or subfolders within the main folder), then **you** will need to enter that information into the transmittal form addendum yourself.

**Records Title**

John Stoner's Archives Records Office (ARO) Records Management Subject Files

Box Number	Folder Number	Folder Title	Page 2 of 2
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1	1	Archives & Records Office (ARO) Meetings	
1	2	Archives & Records Office (ARO) Operations	
1	3	Berkeley Lab Institute (BLI) Training Presentations	
1	4	Database redesign	
1	5	Department of Energy (DOE) -- Office of Science	
1	6	Department of Energy (DOE) -- Records management orders (draft)	
1	7	Department of Energy (DOE) -- Records management orders (final)	
1	8	Department of Energy (DOE) -- Records management regulations	
1	9	Department of Energy (DOE) -- UC Records	
1	10	Electronic Records	
1	11	Emergency Operations Center (EOC)	
2	1	Lawrence Livermore National Laboratory (LLNL) Archives and Records Management	
2	2	Library	
2	3	Manhattan Engineering District (MED) Records	
2	4	National Archives and Records Administration (NARA) -- Correspondence	
2	5	National Archives and Records Administration (NARA) -- Service and Storage Charges	
2	6	National Archives and Records Administration (NARA) -- Training	
2	7	National Archives and Records Administration (NARA) -- Transfer of Permanent Records	
2	8	National Archives and Records Administration (NARA) -- Transfer of Temporary Records	
2	9	National Renewable Energy Laboratory (NREL) Records Management	
2	10	OpenNet	
2	11	Records Management in Australia -- Email	
2	12	University of California Records Management	