

## **Transferring City Departmental Files to the Baltimore City Archives (BCA)**

Thank you for your interest and assistance in transferring files to the Baltimore City Archives.

**Preliminary Steps:** Please review the following page for an introduction to transferring records to the BCA: <http://baltimorecityhistory.net/records-transfers/>

**Is there a retention schedule (RDA)?** Prior to a transfer, each type of file must be given a Retention Disposition Authorization (RDA), also known as a retention schedule. On the Records Transmittal Request, it is called a “Records Disposition Schedule Number.”

**Retention Disposition Authorization (RDA):** also known as a retention schedule

- An RDA is written for each record that is generated by the Baltimore City government. A schedule number is assigned to the type of record – this number is used to identify each type of record in the City Archives’ Inventory.
- **Note:** *This number will also be used to label the boxes brought to the City Archives*

The RDA contains a detailed description of the type of record and it also notes the amount of time the record is kept both in the department and in the Records Center – these years are listed as: “In department,” “In records center,” and “Total.”

- If the record is a permanent record, it will be moved into a record group (a BRG) and assigned a series number in the City Archives
- If the record is not permanent, the disposal method is also noted – these options are: “shred,” and “recycle”. If these boxes contain sensitive or personal information, they should be shredded. If these are basic forms with no personal or sensitive information, they should be recycled.

After the Records Manager works with a department to complete a Records Disposition Authorization, it will be approved by the City Archivist and the Records Management Officer.

### **Record Center Boxes**

We request that all records be stored in a specific type of box. The box is one piece that, when properly put together, will protect the files. These boxes are available from **Maryland Correctional Enterprises** (formerly State Use Industries). They can be ordered online (for \$1 a box) at the following webpage: <https://store.mce.md.gov/search.aspx?searchterm=123139>

**After an RDA has been assigned to each file type, a Records Transmittal Request (RTR) must be submitted via email to [baltimorecityarchives@gmail.com](mailto:baltimorecityarchives@gmail.com) before any transfers may be completed.**

**Records Transmittal Request (RTR):** a form that is necessary to request a transfer to our facilities

- A blank RTR with instructions can be found on this page:  
<http://baltimorecityhistory.net/records-transfers/records-transmittal-request/>
- The following information should be included with the RTR: the department, bureau/office and division, record title (that corresponds to the RDA), the contact information of the requesting official, and for each box: box number, description of box (the first file and last file in the box), the dates covered in the box, the schedule number assigned to that type of file
- If barcodes were given in advance to the agency (most likely due to a large shipment), please place the barcodes on the front of the boxes prior to the transfer

## The Transfer

Boxes:

- The boxes must be clearly labeled with the following information: box number, schedule number, department or agency name (also include the bureau within the department or agency), title of record and the date range of the files (ie. 1974-1980).
- If barcodes were given to the agency prior to the transfer, each box must be labeled with a barcode, which will be scanned into the inventory program (and, if permanent, placed into the Guide to Government Records)

It is the responsibility of the department to secure the transportation of the transfer, including the manpower to physically move the boxes into the Records Center and place the boxes upon the designated shelving. Contact us at for a list of contractors if your employees cannot perform this task.

## The benefits of storing your records in the Baltimore City Archives

- Less clutter in your office
- Organization of your files
- **Scanning services (LIMITED availability):** If a file is needed from a box sent to the BCA, simply send a request to [baltimorecityarchives@gmail.com](mailto:baltimorecityarchives@gmail.com) with the following information: agency name, bureau, box number, file name. Fees may apply.

**Baltimore City Archives Contact Information:** If you have any questions or concerns, please do not hesitate to email us at [baltimorecityarchives@gmail.com](mailto:baltimorecityarchives@gmail.com) or by phone at 410-396-3884.

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