

Archival Records Accessioning Steps

1. Records should be packed in Standard-size record box (15" x 12" x 10") for legal- or letter-size files. Box #FEL-12772 (available from Keeney's) is required for all records being sent through the Records Center and meets the required dimensions.
 - a. Please note: Boxes exceeding these dimensions will not fit on standard Archives shelving. If your records do not fit into a standard box with these measurements, please contact the King County Archives to discuss alternatives before choosing a different size box.
2. Pack letter-size folders facing the box front and arranged according to existing file plan.
3. Legal-size folders may be packed in a standard box with the folders facing the left-hand side of the box (when viewed from the front). Folders may also be packed facing the right-hand side of the box, but orientation must be consistent across the entire transfer.
4. Do not over pack the boxes. Leave a 1- to 2- inch space in each box to allow ease of reference.
5. Do not put additional material on the bottom, side, or top of the records in the box.
6. Please include a copy of the folder title list in the first box of the transfer.
 - a. The minimum requirements for a folder title list are:
 - i. Box number where the folder is located
 - ii. File number
 - iii. Succinct folder title reflecting the contents of the folder with all acronyms spelled out (folder title may be or include office assigned control number, if control number is used to arrange files in file plan)
 - iv. Date range of documents contained in the folder
 - v. Public Records Act access restrictions or disclosure exemptions (if applicable)
 1. If title information cannot be released due to disclosure restrictions, please provide a releasable and a non-releasable version of the list
7. Submit copy of folder title list with a completed Archival Transfer agreement, signed by the authorized Disposition Authority, to the King County Archives. This may be done in hardcopy, although electronic is preferred.
8. The Archival Transfer agreement will be reviewed by appropriate Archives staff. Conditional acceptance of a properly executed transfer agreement for archival records will be returned to the requesting office with an assigned accession number within 30 days of receipt by the Archives.
9. Prior to physically transferring boxes, label each box with:
 - a. Accession number assigned by the King County Archives
 - b. Box number
 - c. Name of the creating office
 - d. (Where applicable) the word "Restricted" for records exempt from the disclosure under the Public Records Act or otherwise restricted by the RCW.
10. Make arrangements to have boxes delivered to the Archives building. Many offices are eligible for pick-up and delivery services through the King County Records Center.

11. Keep a copy of finalized Archival Transfer agreement or note Archives accession number in office files for ease of future reference requests.