

INSTRUCTIONS FOR TRANSFERRING RECORDS

We need your help to provide faster and more efficient records center services to you. We promise that it won't take any more of your time, but if it does, call us at 777-7826. Records and boxes may be transferred to or from The State Records Center (SRC) by using our online records management application, RIMS, located at URL <http://rims.state.wy.us/>. If you are not authorized to access RIMS, please contact us at 777-7040. For help in using RIMS, please visit our Website at URL <http://wyoarchives.state.wy.us/RimsUserGuide.pdf> or contact us at 777-7040. To store your inactive

WHEN YOU ARE PREPARING INACTIVE RECORDS FOR TRANSFER TO THE SRC:

- a. Use our standard boxes for transferring records, as other boxes will not be accepted. Empty may be ordered by calling 637-4887 or sending an e-mail message to asouth@state.wy.us. Built boxes will be delivered.
- b. Do not overload or stuff records into boxes. Box lids should be flat when closed. Overloaded boxes will not fit on our shelves, and you will be asked to re-pack them if they are overloaded. Please apply strapping tape to the bottoms of boxes that appear to be weak.
- c. Organize the records in a logical sequence before boxing them, and then number the boxes in sequence. Please use a unique number for each box you send to the SRC. A unique number may be the last two number of the current year and the box number in sequence, for example the first box of the year may be 09-001 and the hundred and tenth box may be 09-110. Whatever numbering system you choose to use, we recommend you insure all your users of RIMS be made aware of the procedure.
- d. If records are in hanging file folders, remove them from the folders before boxing them.
- e. Put records of the same retention period together in a box. **Do not** mix permanent and non-permanent records in the same box.
- f. Place records to be microfilmed in separate boxes.
- g. Do not send in non-record material, such as blank forms or duplicate publications.
- h. Do not include records that have been previously checked out from the records center.
- i. RIMS will automatically create a box label for each box you create. The white gummed label, Avery 5168 or similar label, must be attached to the letter-size or handle-end side of the box.
- j. After entering the box into RIMS, you will need to transfer the box(es) to your pickup location identified in RIMS. Instructions for using RIMS are found in our user's guide located at URL <http://wyoarchives.state.wy.us/RimsUserGuide.pdf>.
- k. **It is critical that the RIMS information is correct to prevent permanent records from being destroyed, or time-limited records from being destroyed too early or too late, and to facilitate locating your records when you need them.**
- l. Boxes that are not used must be returned to the State Archives.
- m. Transfers may be refused if they adversely affect the efficiency of our operations.

RECORDS CENTER RESEARCH AND RETRIEVAL:

Your records are available from the records center during normal business hours by requesting them in RIMS. We try to deliver the records within forty-eight hours of your request. In emergency cases, it is possible to get service within two hour. For emergency requests, please enter the request in RIMS and notify us by calling 777-7040 or 637-4887. Large volume requests may take longer. If you need more than nine boxes, we will either bring you nine at a time until your request is completed, or you may come to the SRC and review the records there. When possible, we ask emergency be picked up at the SRC.

Your records may be returned to storage through Central Mail or we will pick them up by transferring the records to the pickup place in RIMS.

Permanent records transferred to the Archives Unit can be researched by calling 777-7826.

If you want an Archivist to review your records, need one of our Records Management Manuals or retention schedules, or have further questions, call us at 777-7826.

WYOMING STATE ARCHIVES
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Department of State Parks & Cultural Resources
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