

## Preparation of Documents for Archive

1. To prepare documents for archive you will need to use items suitable for long term storage. There should be no presence of metal components, rubber or elastic bands or standard plastic wallets or bindings in an archive as these may damage files over time.

It is therefore good practice to:

Remove	Replace with
Paperclips, staples, pins, bulldog and fold back clips	Plastic-ended treasury tags, through one hole in top left corner or use a staple-less stapler. Ensure ease of page turning with no straining or tearing.
Rubber bands or elastic straps	
Spiral and comb bindings	
Lever arch files, ring binders, plastic report covers	Card wallets or envelope files (acid free for long term storage). Ensure all single pages are secure and files have a visible legible written reference on them.
Plastic wallets	

2. All documents should be stored flat within acid free archive boxes. It is preferable to use boxes which are approximately 60 x 140 x 255 cm or 415 x 327 x 250 cm. Alternative sizes should be discussed with STU.
3. Documents should be reviewed to remove and destroy any paperwork not requiring storage e.g. personal notes, duplicate items. All thermal paper documents should be copied and stored with the original (even if faded).
4. Oversized files thicker than 5 cm should be split evenly and accurately labelled as multiple parts. (part 1 of 2; 2 of 2 etc.).
5. Bundles of loose papers should be tagged to keep contents together and in order.
6. An inventory for each document box should be drafted as per template STU-AD-FRM-001. It is preferable for this to be an electronic document rather than hand written. A copy of the inventory should be included in the archive box. If the research project has used an Essential Documents Index (STU-AD-GDN-005), this can be used as the inventory if it is made clear what is held in each box.
7. The boxes should have an appropriate title and box number (e.g. Relevant title: box 1 of 2, Relevant title: box 2 of 2). Labels of at least 99x67mm should be used as per template STU-AD-TMP-001. Two labels should be attached to each box, one on the long side and one of the short. An archive box number will be allocated on contacting the Archivist.
8. The Archivist should be contacted for instruction on how the boxes will be accepted into the archive. They will request a copy of the Archive Transfer Form (STU-AD-FRM-001) and the box inventory and provide instruction on labelling the boxes for archiving.