

## Before you pack...

- Estimate the number of boxes you need. Use ONLY the standard one-cubic-foot archive boxes (*available from House Purchasing/Supply or Senate Messenger's office*). Figure two boxes per letter-size file drawer and 2 1/2 boxes per legal-size file drawer. Use of any non-standard size container must receive prior approval from the LRL.
- Boxes should be correctly assembled and numbered (see reverse for example). Do not tape lids to box. Be sure that all flaps are tucked inside, including the hand hold flaps that should be tucked between the two side walls of the box.
- Leave the records in their accurately labeled folders or wallets. If records are in hanging files, place contents into a labeled folder or wallet. Binders may be put in boxes if the box lid fits; if not, place binder contents in a labeled folder or wallet.

## Prepare your transfer...

- Keep the records in their original order, whether alphabetical, numerical, chronological, or some other arrangement scheme, when removing the records to be transferred from their filing equipment.
- Place folders/wallets vertically, facing the long side of the box with labels facing the same direction.
  - For files in numerical order, place lowest number to the front of each box.
  - For files in alphabetical order, begin with "A" in the first box.
  - For files in chronological order, place them in the box by consecutive dates.
- Fill the boxes so that the files stand upright, but do not overstuff. Make sure files can be easily removed and replaced and that the lid fits so boxes may be stacked.
- Create a Word document inventory list that includes folder titles and date spans for each subject, or at minimum summarizes the topics covered in each box. The inventory list and box numbers should correspond identically with the archive boxes. Keep a copy of the list for your own files.
  - Inventory description examples: "Bill files, HB 1 – HB 100, 83rd Leg." OR "Correspondence, A-E, 2007–2008"

## Do NOT transfer...

Office records that are considered to be transitory information and items that are not legislative records are not eligible for archival transfer and should not be packed. Some examples are:

- Documents regarding phone and other billing, payroll, travel, property, media orders, or supplies
- House/Senate Journals, Special Laws, directories, and other routine publications\*
- Plaques and other honorary objects
- Blank stationery and extra office supplies

*\*These items can be donated to the LRL separately from office records for possible inclusion in our general collection. Call the LRL at (512) 463-1252 for more information.*

## Checklist before requesting pickup of archive boxes

- Boxes are in good order and clearly labeled (per packing guidelines on reverse and diagram below).
- Legislator's name is written on box lid.
- Inventory list has been created. Email a copy to your chamber's records management officer and keep a copy in your files.
- Member has signed the "Statement of Intent Regarding Public Disclosure of Legislative Records." Keep a copy for your files.
- Place hard copies of the "Statement of Intent" and "Inventory List" in the top of Box 1.
- Contact your records management officer when boxes are ready for pickup.
  - *House*: Contact James L. Freeman at [james.freeman@house.texas.gov](mailto:james.freeman@house.texas.gov) or 512-463-0865
  - *Senate*: Contact Nanci Longoria at [nanci.longoria@senate.texas.gov](mailto:nanci.longoria@senate.texas.gov) or 512-463-0100
- Consider electronic files that should be transferred, per the record retention schedule for your chamber. Current House members should procure flash drives from House Purchasing/Supply; current Senators should contact Nanci Longoria to obtain flash drives. Include on the drive as a plain text file (.txt) a manifest or inventory of what is contained in the transfer down to the folder level. The manifest should indicate the total number of folders, files, and total size (in MB, GB, TB) of the entire transfer. Include any other documentation adequate to identify, service, and interpret the permanent electronic records (especially if special software was used).

*Number boxes following this diagram:*

Legislator's office assigns box numbers. Write number on box as shown in one (1) inch high numbers to the left of the handhold

