

AFSCME Archives at the Reuther Library, Wayne State University

Records transfer instructions for AFSCME Staff

The archives accepts material from AFSCME departments and staff. Key concepts to remember when deciding what to send to the archives:

- Send documents/projects that you created on behalf of AFSCME and/or your department. Reports, correspondence (not routine correspondence), and project files are accepted.
- Items you received from other departments do not need to be sent to the archives because they would fall under that department's record schedule.
- Files in digital formats are welcome and specific procedures for transfer are forthcoming. Please speak with the archivist if you need transfer digital files before the procedures are ready.
- Always follow your department's records retention policy. If you have questions about the policy, contact the AFSCME Archivist at SCaloia@wayne.edu or 313-577-9437.

Inventory & Shipping

We would greatly appreciate a rudimentary inventory, which will help us make your collection available to AFSCME staff and researchers. Download a Sample Inventory Sheet:

http://reuther.wayne.edu/files/Sample_Inventory_Sheet.doc (MSWord - 16KB).

An inventory can be as simple as this:

Box 1: Meeting Minutes, 1960-1980

Box 2: Meeting Minutes, 1980-1985

Reports, 1970-1985

Correspondence, 1980-1987

Speeches, 1978-1983

Box 3: Memoranda, 1960-1970

Send the inventory to the AFSCME archivist (SCaloia@wayne.edu). Additionally, within each box, place the inventory for that box in front of the files.

Ship boxes to:

Stefanie Caloia, AFSCME Archivist

c/o Wayne State University Libraries

attn.: Walter P. Reuther Library

5150 Anthony Wayne Dr.

Detroit, MI 48202

How to Pack the Records

These are recommended packing methods for your records so they are not damaged in transit: Your records should be in folders within the box. We discourage hanging folders since they will damage the box. Please do not pack loose materials because without folders, the papers are unprotected and unorganized. Pack the boxes so as to maintain your existing filing system. For example, if you have six file cabinets of materials, box one should start with records from cabinet one, drawer one followed by drawer two, and so on. The last drawer of cabinet six should be in the last box in the numerical sequence.

Be sure that boxes are full to prevent sagging and bending of papers, but not overstuffed. All materials should be in strong packing boxes, preferably 12 in. x 15 in. x 10 in. Fill up empty space with newspaper or other packing material so items do not slide, bend, or experience further damage in transit. Tape the boxes with strong tape and be sure to cover any handle-holes, etc., to prevent smaller items from falling out.

DO NOT pack your box with loose, disorganized papers, poorly stacked, and folded:



DO pack a box like this with papers in labeled folders and an inventory of the box in the front:



If possible, we prefer you pack your papers in a standard-sized box with dimensions of 12 in. x 15 in. x 10 in. that can handle both letter and legal-size folders.

How to Label the Boxes

On the short side of the outside of the box, indicate which box of the total number it is, e.g., Box 1 of 6. Also indicate general information like dates for the material inside the box, e.g., 1967-1972; the department from which the materials originate, e.g., Organizing Department; and general topics covered, e.g., State files, Alabama-Louisiana.