

<b>Procedure Title:</b>	Archives Procedure: Sending Records for Storage				
<b>Procedure Number:</b>	DHS-050-005-01	<b>Version:</b>	1.0	<b>Effective Date:</b>	12/06/2006

DHS Chief Administrative Officer

12/06/2006

Approved By: *(Authorized Signer Name)*

Date Approved:

## Procedure

Step	Responsible Party	Action
1.	Requestor	<p>The Requestor is responsible for maintaining all tracking information related to:</p> <ul style="list-style-type: none"> <li>• The accession number of each box sent and what documents reside within each box: <ul style="list-style-type: none"> <li>◦ Description of each file; i.e., name, case #, etc.</li> <li>◦ Dates the documents were sent to Archives.</li> </ul> </li> </ul> <p>IRMS ability to retrieve documents from Archives depends on the accuracy of this information.</p>
2.		<ul style="list-style-type: none"> <li>• Obtain an official Oregon State Record Center Storage Box.</li> <li>• Order Office Max number: P593766</li> <li>• Request an Accession Number(s) from IRMS by e-mailing the Archiving specialist at <a href="mailto:dhs.archiving-services@state.or.us">dhs.archiving-services@state.or.us</a>, contacting by phone at 503-378-4501, or by faxing your request to 503-378-4728 (each box must have its own accession number).</li> <li>• Complete the <a href="#">DHS 6625, Archive Storage Label</a>. See Box Label Instructions.</li> <li>• Attach the label to the front end of the box, just below the handle.</li> <li>• Fill out form <a href="#">DHS 0276, Shipping Log for Closed Case Records</a>, and place on top of case files for each archive box being sent. You may substitute one of your own shipping logs, as long as it adequately describes the contents of the box.</li> </ul>
3.	Requestor	<ul style="list-style-type: none"> <li>• Files must be in alphabetical, numerical or chronological order as identified on the storage label.</li> <li>• Files must be facing in the same direction as the DHS</li> </ul>

		<p>Storage Label.</p> <ul style="list-style-type: none"> <li>Files must be packed so that individual files can be easily retrieved</li> <li>Files must have the correct destruction dates (based on the Secretary of State's retention requirements) written on the DHS Storage Label.</li> </ul> <p>* Note: The destruction date should be based on the closing date of last closed file within that box.</p>
4.		<p>Send Archive Boxes to:  DHS/OHA Records Archive Warehouse  Imaging &amp; Records Management Services  1430 Tandem Ave NE  Salem, OR 97301</p> <p>Note: If mailed to the wrong address, postal service may return to sender at sender's cost.</p> <p>If pick-up is necessary, contact DHS Archive Warehouse Coordinator at (503) 378-4501 or e-mail DHS Archiving Services at <a href="mailto:dhs.archiving-services@state.or.us">dhs.archiving-services@state.or.us</a> to discuss best shipping methods.</p>

**[For additional information and assistance see:](#)**

[Addendum 1, Archive Process Flow Chart](#)

[Addendum 2, Archive Box Label Instructions](#)

**[Policy that applies:](#)**

[DHS-050-005, DHS Archives Policy](#)

**[Form\(s\) that apply:](#)**

[DHS 0276, Shipping Log for Closed Case Records](#) (Word)

[DHS 6625, Archive Storage Label](#) (Word)

DE6628, Archived Document Request ([Word](#)) or ([PDF](#))

**[Contact\(s\):](#)**

**Name:** Archive Specialist; **Phone:** 503-378-4501; **Email:** [dhs.archiving-services@state.or.us](mailto:dhs.archiving-services@state.or.us)

**Name:** Deputy Administrator; **Phone:** 503-378-3528; **Email:** [dhs.archiving-services@state.or.us](mailto:dhs.archiving-services@state.or.us)

**[Procedure History:](#)**

• **Version 1.0:**

- 06/28/2011 - Administrative Corrections to address office name change from Office of Communications Resources (OCR) to Imaging and Records Management Services (IRMS).
- 04/01/2010 - Administrative Corrections to address contact information and office name change from Office of Document Management (ODM) to Office of Communications Resources (OCR).

- 12/06/2006 - Initial Release

**Keywords:**

(List keywords here that might be used by someone to search for this policy on the internet)

