

Transferring Records to Secondary Storage

The School's current secondary storage suppliers is Wincanton. Any material sent to Wincanton can be returned via a request to the Records Manager. It will generally come back the day after it has been requested. The Records Manager keeps a spreadsheet listing all material held in secondary storage.

To place records in storage, you will need to order boxes. [Something like this is ideal](#). The boxes should be large enough to hold your files.

- Contact the Records Manager for a consignment number and barcode labels. These come in sheets of 12, and you will be sent enough to cover your requirements. Please return any unused barcodes.
- Use the consignment number as the base for your box numbers. For example, if you are given the consignment number 60-, your first box will be 60-001, your second will be 60-002 and so on.
- You will need to list the contents of your box. The table is available from the Records Manager and should be filled out as follows:
 - Barcode – from the barcode label. Repeat this for each Title in the box
 - Box number – shown above. Repeat this for each Title in the box
 - Title – the file title or what the group of records/information is known as
 - Date open – if known
 - Date closed – the last date anything was added to the file or group of records. This could be the date the files have been boxed if this information isn't available
 - Destruction date – based on the retention schedule. Boxes without a destruction date cannot be accepted for transfer to offsite storage. However, this date doesn't mean that the boxes will be automatically destroyed on this date, but they will be reviewed for destruction on that date. The decision could be to keep the files for a longer period.
- When the boxes are ready, contact the Records Manager and supply:
 - a copy of the box list spreadsheet
 - details as to where the boxes are
 - the contact details of the person who will sign to show the boxes have been picked up