INSTRUCTIONS FOR COMPLETING THE RECORDS TRANSFER LIST
Form Gen. 62

PACKING THE BOXES
Pack only one records series in a box, i.e., do not mix time sheets with payment vouchers.
The lids must close. Lay large binders on their side or remove the files from the binders so that
the binders do not prevent the lid from closing.
On one of the long sides of the box there are three squares for:
Dept. Code - Three letter code from the heading of your records retention schedule: PER =
Personnel Dept., SAN = Bureau of Sanitation
Division Code - Numeric code for your division. Follows the Dept. Code in the heading of your
records retention schedule: PER/**60** = Personnel Dept./Medical Services Division, SAN/**100** =
Bureau of Sanitation/Administration
Dept. Box No. - This is a number that you assign. Sequential numbers are best. Please avoid
alphas or hyphens. It is best to continue with the next number after the last number used on your
last shipment.
It is advisable to stack the boxes sequentially as you pack and number them. This will facilitate
labeling and verifying which boxes are picked up.

THE TRANSFER LIST
Complete the information in the heading. The Records Retention Schedule Number is the Dept.
Code followed by a slash and the Division number: PER/60, SAN/100.
List each box on the transfer list, one row per box.
Column 1 - Dept. Box No.
Enter the Dept. Box Number from the third square on the side of the box into column 1.
Column 2 - Schedule Item No.
Enter the Schedule Item No. (also called a record series number) from column 2 of the records
retention schedule into column 2 of the transfer list.
Column 3 - Description of Box Contents
Enter as much information as will be necessary to locate files in the future. If the documents in
the box are filed chronologically then no further information may be necessary, as the date range
will be entered in columns 4 and 5. You may instead indicate an alpha range, Adams - Garcia, or
you may actually list each file in the box. If you need more room please expand the cell by
dragging the bottom down. Do not use multiple rows on the spreadsheet for the same box.
Column 4 - Inclusive Dates - FROM
Enter the date of the earliest file in the box. Use eight digit date format: 00/00/0000
Column 5 - Inclusive Dates - TO
Enter the date of the latest file in the box. Use eight digit date format: 00/00/0000

PROCEDURE
After completing the transfer list, e-mail it to me at todd.gaydowski@lacity.org.
We will enter the box data into our data base, print box labels, and return the labels to you.
You will place the labels on the front of the box (the short end) directly under the hand hole.
Once you have labeled the boxes you can arrange for shipment with the General Services
Movers, Noel Cabrera, 978-7694, or by e-mailing gsd.movingsvs@lacity.org.