

Off-Site Storage of Inactive Records

The City of Hampton has contracted with Vital Records Control (VRC) to provide storage service for the City's inactive records. VRC will pick up your boxes, take them to their warehouse in Newport News, and store them at no cost to your department. You may retrieve anything you send, but the City is charged for this service, so off-site storage is recommended only for inactive records with a retention period of more than 3 years.

HOW TO TRANSFER RECORDS TO OFF-SITE STORAGE WITH VRC:

1. Place the records in standard bankers boxes. These are available from almost any office supply store. Boxes should be strong enough to sustain the weight of two boxes placed on top without collapsing. It is not necessary to tape the lids.
2. It is recommended that you organize your records by destruction date, and put similar records together. If you are unsure what the destruction date should be, the Library of Virginia retention schedules can be found here: [Library of Virginia Records Management Locality General Schedules](#).
3. Affix a green VRC Barcode label on the narrow end of the box, below where the lid will cover.
4. Complete a [transmittal form record](#) for each box with the following information:
 - a. **VRC Barcode #:** this field is for the barcode on the label that will be placed on the box. Contact IT/Records Management for labels and assistance on placement of the label on the box.
 - b. **Box ID #:** this is an optional field. If your department has its own box number system in place, then place that number here. Most departments utilize the barcode for the box number, if that is the case just leave this field blank.

- c. **Dept name (short):** list your two- or three-digit department abbreviation. Contact IT/Records Management if you are unsure of the abbreviation.
 - d. **Dept name (Long):** List your department's full name. Contact IT/Records Management if you are unsure of the full name used for setting up your departments account.
 - e. **Description:** Describe the contents of the box as fully as possible. Remember, for boxes with a long retention, people may be looking at this box in 10 or 20 years and will need to know what is in it. Do not use abbreviations or acronyms in the description as these are most likely to change.
 - f. **Retention Code:** List the full Library of Virginia (LVA) records retention schedule series and item number in this field, an example would be GS2; 010159. Contact IT/Records Management for retention schedule assistance.
 - g. **Last Record Date:** This is the same as the "To Date" field. It will be the last date of the records in the box, and will be the date from which the retention period begins.
 - h. **From Alpha:** This is an optional field. List the first alpha stored in the box
 - i. **To Alpha:** This is an optional field. List the last alpha stored in the box.
 - j. **From Date:** List the starting date for the records in this box.
 - k. **To Date:** List the end date for the last record. With the "From" and "To" dates we will have the inclusive dates of the records within the box.
 - l. **Cubic feet:** All boxes, with the exception of drawing records or other specific exceptions, will be banker sized boxes. Banker boxes measure 1.2 cubic feet, enter 1.2 in this field.
5. When completed, save this document and rename it with your Department's name and the date the transmittal form was completed (Example: Hampton Transmittal Form – TREASURER'S OFFICE 10/8/2022). Make a copy for your records if necessary.

6. Email the form to Jayne.rhodes@hampton.gov (IT/Records Management). We will verify the box information and arrange for a pick-up.

7. Information from the transmittal sheet will be added into the VRC website, **please allow 3 business days for data entry.**

NOTE: WE MUST RECEIVE A COPY OF YOUR RECORDS TRANSMITTAL FORM BEFORE WE CAN ORDER A PICKUP.