

GALVESTON COLLEGE  
**RECORDS MANAGEMENT ARCHIVING PROCEDURE**

1. Archive pick-ups will be scheduled with HCDE for the third Friday of the month during long semesters (Fall and Spring) by the Galveston College Records Management Officer, Dr. Larry G. Root.
2. Storage boxes will be picked up at the department of origin by HCDE per special instructions.
3. Harris County Department of Education (HCDE) boxes **MUST** be used for archival.
4. An **HCDE** Records Management Services Cooperative [Records Center Transfer Form](#) **must be completed by the department that is archiving records.** Complete the following on the form:
  - a. [Destroy date](#) (according to the Galveston College Records Control Schedule or the Texas State Library and Archives Commission Retention Schedule for Records of Public Junior Colleges)
  - b. [Client box number](#) (this is the department's numbering system)
  - c. [Date range or alpha-numeric range](#) (depending on the method the department chooses to use)
  - d. [Contents](#) – Record Name (list of contents in the box)
  - e. HCDE will put their barcode in the last column.
  - f. [Indicate total number of boxes](#) to be archived at the bottom of the form.
  - g. Indicate any special instructions on the lines indicated.
  - h. [E-mail completed Records Center Transfer Form to IE/R Office.](#)
5. **Enter information from item #4 (A to D) on the box in the indicated spaces.**
6. Dr. Root will collect the College's HCDE Records Center Transfer Forms and email them to HCDE on Wednesday of the pick-up week.
7. HCDE will be requested to pick up our boxes on Friday morning at department locations.
8. HCDE records information in their database and assigns barcodes. HCDE emails barcode information to Galveston College. Office of Institutional Effectiveness and Research maintains the database of boxes in storage at HCDE with appropriate barcodes.