



THE RIVERSIDE CHURCH
IN THE CITY OF NEW YORK

THE RIVERSIDE CHURCH ARCHIVES ARCHIVAL RECORDS TRANSFER FORM

This form documents the transfer of records from the Riverside originating department, committee, commission, or parish group to The Riverside Church Archives. The Archives staff will appraise the records for enduring administrative, historical, and cultural value, and will decline to accept any records deemed to be of insufficient value in accordance with the Collections Management Policy. The remaining records will be added to the archival collection and made available for research.

Please submit form to archives@trcnyc.org and a member of the archives staff will arrange a date/time to transfer the physical records or provide instructions for the transfer of digital records.

OFFICE INFORMATION:

Contact Name:

Title:

Phone:

Email:

Riverside Department/Committee/Commission/Parish Group:

RECORDS INFORMATION:

Brief Description of Records (fill out more details in Box-Level Inventory below):

Records Date Range:

TRANSFER INFORMATION:

Number of Boxes:

Records Transfer Date:



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Physical Transfer of Material: Pick up Drop off Delivery by Facilities staff

Does Your Transfer Include Electronic Records: Yes No

I hereby authorize the transfer of the records described in this document to The Riverside Church Archives. I certify that I am authorized to transfer these records and that the information on this form is accurate. I further certify that, to the best of my knowledge, these records are not subject to any current or pending litigation, subpoena, or other legal demand for their retention or disclosure.

Signature:

Date:

For Archives Staff Use Only

Received by:

Date:

Comments/Notes:



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BOX INVENTORY

The Riverside Church Archives requires that all records be packed in standard-size record storage boxes (10" H x 12" W x 15" D), also known as Bankers Boxes. Departments are required to supply their own boxes to transfer records.

Please follow the below tips on packing boxes:

1. All boxes must have lids; do not tape lids down or tape paperwork onto the lids.
2. Do not overpack the boxes; leave a 1-to-2-inch space in each box.
3. Records should be placed in the box vertically and in the same direction. Do not put additional material on the bottom, side, or on top of the records in the box.
4. If packing legal sized records, do not fold or stuff them in the box. Pack them facing the long side of the box, where they fit neatly.
5. Do not include hanging folders; records should be placed in regular file folders that are clearly labeled.
6. Clearly number and label the outside of each box (on the box's short end) to identify its contents. Ex. Senior Minister's Office 2018-2021.

Box #	General Description of Contents (if you wish to provide a container list of folder names, attach a separate sheet)	Date Range	Any access restrictions? (Confidentiality, privacy, legal, etc.)

