

Office Moves

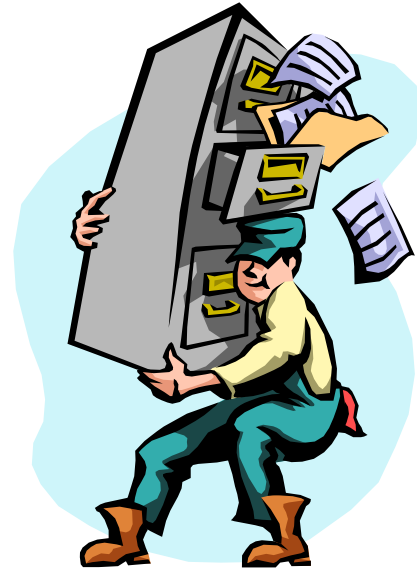
Planning for the Move

Moving an office is not an easy task. You have to find out where you are moving, when you are moving, what you are moving, how you are moving it, and who will be doing the work. There are people, furniture, computers, and a dozen other things to worry about. Records are just part of the picture.

Most offices will create a small team to oversee the move. This team will work with Public Works and Services' Asset Management division and PWS' regional offices to plan the move.

Some things to consider in the plan are:

- The reason for the move.
- The office sites and employees who will be affected.
- When the move is supposed to happen.
- The location of the new office.
- How long you need to do the job
- Who is doing the packing and moving?
- Where will filing cabinets, etc. be located in the new office? Will the floors be able to support the weight of fully loaded filing equipment? PWS can help you find out if your office space will support your filing equipment.



Getting the Records Ready

Moving records from one office to another takes a bit of pre-planning. Start working on moving your records at least one month before your expected move date. The more records you have, the earlier you should start.

Identify the records that need to be moved. This may be all of the records in the office or just a portion of the records. Include records in all locations. Don't forget to address your electronic records as well as the ones in the filing cabinets.

Clean out the Old Stuff

It takes extra time and extra money to move records that are not active. Send them to the Records Centre before you move. Also dispose of transitory records.

1. Schedule your records. Use the retention schedules in the Administrative Records Classification System (ARCS) and in your department's Operational Records Classification Systems (ORCS) to identify the records that can be moved to off-site storage in the Records Centre. You can also use ARCS and ORCS to schedule records for disposal.
2. Pack the records for transfer to storage or disposal.
3. Prepare Box Inventory Forms and send them to your department's Records Coordinator. Your Records Coordinator will make arrangements with Public Works and Services (PWS) to have the boxes moved into storage.

Remember that PWS needs a few days to process your transfer. Send inventory forms to your Records Coordinator two to three weeks before your expected move date.

Packing and Moving

1. Pack your files into boxes in the same order that they were in your filing cabinets.
 - a. If possible, use the same boxes that you would use to send the records to the Records Centre. You can reuse them later to send files to the Records Centre.
 - b. Moving boxes can also be used. They hold more, but they end up being heavier when filled.
2. Number each box.
3. Make a short list of the contents of each box. At minimum, the list should include:
 - a. The box number
 - b. The number of files in the box
 - c. The originating office and location of the files
 - d. The destination of the files
 - e. A brief description of the types of records.
 - i. If the files are organized numerically, include the range of file numbers (e.g. 1000-00 to 1045-75).
 - ii. If the files are organized alphabetically, include the range of letters (e.g. A-Ba).
4. Put a copy of the list in each box.
5. Send a copy to your Records Coordinator. If you are sending records from one department to another, send a copy of the list to the Records Coordinator for the department that is receiving the records.

For more information, contact your department's records coordinator, or contact the Records Management Unit at 920-3009 or 873-7446

Make It Official – Transferring Records to Another Department

If your office is moving from one department to another, it is important to document the transfer of the records from one department to another. This means that each department has to agree to the transfer of responsibility for the records.

To do this, the deputy minister for the department that is sending the records should send a letter to the deputy minister of the department that is receiving the records. The letter should state that the one department is transferring custody and control of the records to the other department.

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