Procedure for Preparing Inactive Hard Copy Records
(microfilm and microfiche are not accepted for storage)

1. Once inactive records have passed the retention period for departmental storage as outlined in the Records Retention Schedule outlined in the Metro Records Retention Policy, contact the Metro Director of Corporate Compliance (who is the Agency’s Records Administrator) for transfer to the Records Center. The Corporate Compliance Director will assign a control number for these records and email Metro Form 0209, Records Transmittal and a copy of these procedures.

The Corporate Compliance Director assigns the next available control number maintained in current calendar year spreadsheet (located at w:\CorporateCompliance\records management\Records_Storage_Index\Records Storage Index 20XX - .xlsx). The Control number format is YYYYXX where YYYY is current calendar year and XX is incremental number assigned. Each control number is only used once.

To keep all boxes stored together in the same storage area, no more than 20 boxes are assigned to one control number. If a new group of records is transferred later in the future, a new control number will be assigned.

2. Order the standard size records storage boxes from the current Metro Office Supply vendor (currently Staples). Detailed information is provided below:

3. These boxes were selected based on their price, size, and durability. Any other box for records storage will not be accepted. The contents of one box are equivalent to half a file drawer or less.

4. When packing the boxes:
   a. Remove all hanging folders, as they damage the sides of the storage box.
   b. Pack the box no more than 90% full, as the box handles can still be used for carrying.
   c. Document the contents of each box in the transmittal form. The amount of detail used when indexing the records should be sufficient for locating the record to retrieve it later.
d. Tape the lids to the box to avoid losing the contents during transport in the truck.
e. Using a marker, label the box at the foot or head (not the sides, top, or bottom) with the following information:
   i. Department or cost center name
   ii. General description of the records
   iii. From-To dates of records
   iv. Destruction Date (see Master Records Retention Schedule)
   v. Control Number
   vi. Box number (example: 1 of 4, 2 of 4, 3 of 4, 4 of 4)

*Please note: Whole-sheet box labels are available from the Office Services High Volume Print Center by submitting a Metro Form 0066 Duplicating Request to print copies of Metro Form 0065 Records Storage Box Label. These forms as well as all other Metro forms can be found at w:\forms.*

f. When all the boxes are prepared according to these procedures and the Records Transmittal form is completed, email the form to the Corporate Compliance Director.

g. The Corporate Compliance Director will arrange for pick-up and will assign a location number to each box.

5. The Corporate Compliance Director sends email to Agency Courier (Charlie Priscu for all Bus facility and Headquarters records, Leroy Coonce / Steve Brasfield for all Rail facility records) to pick up boxes and deliver them to:
   a. Illinois Bus Facility – for all records owned by Headquarters and Illinois facilities
   b. Brentwood Bus Facility – for all records owned by Missouri facilities.

6. The storage life is dependent on records retention period stated in the box list and on each box and is reviewed against the current published version of the Metro Records Retention Policy.

**Procedure for Retrieving Inactive Records**

1. Email a retrieval request to the Corporate Compliance Director. Indicate the Control Number and Box Number(s) as referenced by the Records Transmittal originally sent by the requesting department. If the requesting department is unable to locate this information, the Corporate Compliance Director should be contacted for assistance.

2. The Corporate Compliance Director then sends retrieval request to Agency Courier to pick up desired boxes and deliver them to requestor’s location.

3. For microfilmed or microfiched records, the requester is responsible for storing, viewing, and copying records, including obtaining viewing and copying equipment from external sources.

4. Requesters may only have access to records generated from their departments. Records not originated from their departments must be requested through the owner department.