

Staten Island Archive Center S.I.A.C.

ARCHIVE PROCEDURE STEPS

- All requests for service are through e-mail only to the SIAC Director.
- Schools making requests must copy their Principal, District and Central offices may make requests directly, still copying the contact person.
- Documents should be maintained for two years on site for future referrals and or audits.
- ALL documents must be compared with the record retention schedule before being boxed, documents less than two years old will be returned to sender.
- ❖ Please do not pack boxes with Pendaflex (hanging) folders.
- Do not tape boxes closed or write on the outside of the box.
- Each archive box must contain an original SIAC completed box content sheet placed inside the box, the user should keep a copy of the box content sheet until box sheets are numbered and returned to the user for comparison.
- The archive center will not accept a box that does not have a completed box content sheet.
- There is an area on the bottom of the content sheet entitled distinctive notes, where staff can write pertinent information to facilitate retrievals. This area was developed to replace writing on boxes.
- A one time pick up from each location is available and arranged by SIAC once we are informed all boxes are ready and content sheets have been reviewed by SIAC.
- SIAC will catalog each box and send back a copy of the box content sheet with a SIAC number, as long as there is a name & telephone number placed at the bottom of sheet, please compare your box content sheet copy and our SIAC sheet once the sheet is returned.
- Your location should keep a binder of all SIAC sheets for future use and retrievals.
- Only SIAC or bar code numbers can be used in the future for retrieval of a box.
- The requesting user can call or e-mail the SIAC Director with any questions that may arise.

- Remove all non essential documents. Pendaflex, etc., prior to packing box.

- All documents sent to SIAC will be reviewed, properly dated and destroyed as per the retention schedule. Written notification will be provided prior to documentation destruction.

- SIAC never places time frames on a location to box up documentation, it is more important we compile documentation correctly rather than quickly.

- Shredding of documents will now be completed by SIAC only when the request (email) contains the following information:
 - Requester Name
 - Requester Location, Street Address, & Floor
 - Requester Telephone Number
 - Exact number of boxes.

All users must use the approved standard DOE archive box.

If you have any questions or concerns please contact me via email

Regards,
Angie Russo

Director
Staten Island Archive Center (SIAC)

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