

Tracking Paper Records

Introduction

In order to track the records you care for, you should implement a system for documenting the location of records. This will consist of a central log of record movements, called an outlist; location cards, which indicate that a records has been borrowed; and record movement sheets and record transfer slips, which travel with the record and note any changes of location.

Outlist

When a record is moved from its usual storage area this should be documented in an 'out list'. An out list might be a spreadsheet, or it could be a notebook, but regardless of format it should contain the following information:

- file reference,
- volume number,
- name of person borrowing the record,
- contact details for that person,
- date out,
- name of any subsequent borrower,
- contact details for that person,
- date record was passed from borrower 1, to borrower 2,
- date returned.

You may also add other information that is relevant to your business area. Every time a record is removed from its storage area the out list must be completed. Every time a record is returned the out list must be updated.

Location card

A 'location card' should be left in place of the borrowed record. The location card will alert anyone looking for a record that it has been borrowed. It should contain the following information:

- file reference,
- name of person who has borrowed the record,
- date record was borrowed.

When the record is returned, replace it in its usual location and remove the location card.

File movement and transfer

A 'file movement sheet' and 'file transfer slip' should be included with every file borrowed. It is good practice for these to be printed on brightly coloured paper and kept at the front of the file. The file movement sheet stays with the file, and documents the hands through which a file has passed. It should ask the borrower to record if they give the file to anyone else, and the date the file was transferred. It should also state where to return the file to.

The file transfer slip should instruct the borrower about how to inform you if they lend the file to someone else. Your file transfer slip might ask the borrower to return a physical slip of paper with details of who they've passed the file on to, or it might ask them to email you the details. If you ask for the return of a physical slip you may need to include more than one copy, in case the file changes hands more than once before it is returned to its usual location.

When you receive a file transfer slip, or file transfer email, update the out list to reflect the new location of the file.

Template

Template file location cards, file movement sheets and file transfer slips are available to download from our website.

[Tracking paper records](#)

About this guidance

Version control	Author/editor	Date	Edits made
7	Claire Friend	February 2018	Removed repetition. Reformatted for accessibility.
6	David Halliday	September 2005	

If you require the guidance in an alternative format, please contact Records Management: recordsmanagement@ed.ac.uk or 0131 651 4099