



Submitting Records to IC 107 Intercultural Cancer Council records (ICC Archives)

<https://library.tmc.edu/mcgovern/icc>

Step 1: Consult with the McGovern Historical Center about submitting materials

- MHC Archivists will be happy to talk with you and assess the details of your potential submission. Contact archives staff to discuss the types of materials you have.

Step 2: Box up your records

- Maintain the original order of the records. For instance, remove records from your filing cabinet, keeping files in order. If you used binders to organize your records, submit the binders as is. When we process the collection, we will remove the content in the order maintained in the binder. Binders will be discarded.
- Ideally, place records in standard document boxes (12" W x 15" L x 10" H). Contact the archives staff if you have:
 - odd-sized items that do not fit in document boxes
 - any born-digital items (floppy disks, hard drives, or other computer equipment that contain related records)
- Try filling boxes. If you have more than one record group in a box, separate each group with a labeled sheet of paper.
- No hanging files. If you must submit hanging files, please do not hook hanging files on the box edges. This keeps lids from fitting boxes. Instead, orient letter hanging files with the legal dimension (15" side) of the box.
- If sending confidential or restricted records, please indicate "Restricted" clearly on the box label and tape the box shut.

Step 3: Label boxes

- Use the attached label template to label each box. The template provides two labels per page, so you can print several of these forms and complete as you pack boxes.
- Please complete the portion **below the double-line**.
- Place a label in each box on top of the contents. Archivists will affix the label to the box at intake.
- Provide the following information indicated on the label:
 - **Box #**: Number boxes (1-99999) as you pack them, maintaining original order.

- Date Range: Provide the years in which the files are dated. If dates are not readily available, provide an estimated date range.
- Description: Provide a brief description of the contents in the box. For example, you can note various folder labels found within the box. This will provide general and immediate access to records before a more detailed inventory is created.

Step 4: Complete the Submission Form

- We need to know what types of records you are submitting to the Archives. Complete the Material Submission Form, <https://tmc.libwizard.com/f/submit-materials-icc>, providing as much information as you can.
- (Optional) Provide a general inventory of the submission that includes the number of boxes and their content. You can complete this using box labels. You can use the provided spreadsheet template ([IC107-Submission-inventory_yyyymmdd.xlsx](#)) to complete the inventory.

Step 5: Deliver to the Archive

- If local, contact Archives staff to schedule a date and time to bring the materials to the Archives.
- Notify Archives staff that materials have been shipped. Provide estimated delivery date and tracking information. We recommend using a carrier that provides shipment tracking to ensure the materials arrive safely.
- Send the Inventory to the Archives prior to shipping or delivering the collection.
- We will contact you to confirm when materials are received by the Archives.

Contact Information

Shipping Address (Archival materials, large items, and boxes)	McGovern Historical Center 8272 El Rio, Suite 190 Houston, TX 77054
Mailing Address (standard letters and documents)	McGovern Historical Center The TMC Library 1133 John Freeman Blvd. Houston, TX 77030
Email	mcgovern@library.tmc.edu

(Please print several of these forms. Complete the portion **below the double-line** and place in each box of records that you are transferring to the Archive. See additional details in the instructions above.)

S T A F F	Collection No.	Collection Title

Box No.	Description of Contents
Date Range	

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Box No.	Description of Contents
Date Range	