**MOVE INSTRUCTIONS FOR CONFIDENTIAL & PRIVATE RECORDS**

Facilities Services

# contacts

**Facilities Contact** Click here to enter text.

**Department Contact** Click here to enter text.

**Department** Click here to enter text.

**Current Room #** Click here to enter text.

**Move Date** Click here to enter text.

**Phone #** Click here to enter text.

**Phone #** Click here to enter text.

**New Room #** Click here to enter text.

**Unpacking Date** Click here to enter text.

# 0WNER RESPONSIBILITY

While Facilities Services may be responsible for the “mechanics” of the move, the owner of the records is ultimately responsible for ensuring that confidentiality and privacy of transported goods remains intact. The “**owner**”, head of the department requesting the move, shall appoint a primary “**custodian**” from their department to oversee the move during execution. A second “custodian” may be appointed as needed if more than one trip is required to transport goods to and from the truck.

# PREPARING FOR THE MOVE

* All confidential files must be boxed properly in file boxes and kept in a secure place provided by owner’s department.
* All electronic devices (e.g. Disks, USB sticks, external hard drives) containing confidential and private information must also be boxed properly by the owner and kept in a secure place.
* All items to be moved must be labeled stating your FIRST NAME, LAST NAME INITIAL,and newROOM **#** (ex. JOHN S. ARBUTUS 2100). Items not labeled will not be moved. (Please refer to “Move Instructions for External Moves” for more detailed, general information about moves.)
* Owner will prepare a log of all boxes and equipment being transported and the information stored within. The logs will be used at the new location to ensure that all files and equipment have been moved securely.

# Moving out of the old location to the truck

* Upon arrival of movers with Facilities Services representative, the appointed “custodian” must be present with the boxed files and equipment containing confidential and private information.
* Movers will then place each box into a plastic bin and seal the bin with two (2) zip ties. Zip ties used are generally not numbered, unless specifically requested. Numbered seals are 7-digits long and are an additional $1-2 each.
  + For additional security, numbered zip ties are useful if “custodian” chooses to not accompany the truck during transport to the new location.
  + If “custodian” plans to accompany the truck either by sitting in the cab of the truck or following in another vehicle, then numbered zip ties may not be necessary.
* When all boxes are secured in plastic bins, the “custodian” will accompany the movers to the truck for transport from current location to the truck. Any boxes that cannot be transported to the truck at the same time must be locked in the interim in a secure place, preferably accompanied by another staff member of the same department.
* “Custodian” will complete a “Move Log” check off all items on the log as they are sealed and check off the appropriate column as they are placed into the truck.
* When the truck is loaded, the back of the truck is sealed with a numbered seal. “Custodian” will take note of the numbered seal that locks the back of the truck. If more than one trip is required to load the truck, there are two options possible in the interim:
  + A numbered seal may be used to secure the truck in between loads to the truck. Once applied, the metal numbered seals need to be cut to re-open the truck door. Each numbered seal can therefore only be used once and costs $20 each.
  + To save on extra costs of numbered seals, the “owner” may appoint another “custodian” to watch the truck (locked with no numbered seal) while another load is being brought to the truck.
* During transport from current location to the new location, the “custodian” may choose to sit in the cab of the truck with the movers or follow the truck in a separate vehicle. It is the responsibility of the “custodian” to supervise the truck for the entire duration.

# Moving from the truck to the new location

* As required, the Facilities Services representative will meet the movers and “custodian” at the new location to ensure proper placement of delivered goods.
* At the new location, the “custodian” will ensure the correct numbered seal is on the truck.
* The “custodian” shall accompany the movers as they unload items from the truck and move the loads to the new location.
* The “custodian” will ensure that the truck is again sealed with a numbered seal in between trips carrying various loads to the new location (unless a second “custodian” is present.)
* The “custodian” will check off the log of items as they are moved to the new location and ensure that the list is complete at the end of the move.
* The “custodian” will ensure that the boxes and equipment dropped off at the new location are secure in between trips to the truck.

# deparment head agreement

I, the undersigned, have read and understood the terms and conditions above and appoint the following person as “custodian” for this move.

**Department Head** Click here to enter text.

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**Signature of Department Head Date**

**Primary Custodian** Click here to enter text.

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**Signature of Primary Custodian**

**Secondary Custodian** Click here to enter text.

(optional)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature of Secondary Custodian**

# TO BE COMPLETED AFTER THE MOVE

**I, the undersigned, do hereby certify that the confidential records have been safely delivered to the new location.**

**Custodian** Click here to enter text.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature of Custodian**

**MOVE Log**

Facilities Services

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| --- | --- | --- | --- | --- | --- |
| **DEPARTMENT:** | |  | | | |
| **APPOINTED CUSTODIAN:** | |  | | | |
| **CURRENT LOCATION:** | |  | | | |
| **NEW LOCATION:** | |  | | | |
| **DATE OF MOVE:** | |  | | | |
| **NUMBERED SEAL(S) ON TRUCK:** | |  | | | |
| **ITEM NUMBER** (number assigned on label to sealed bin) | **ITEM**  (description--bin/furniture/ equipment) | **CONTENTS** (file folders, USB sticks, etc.) | **TRANSPORTED TO TRUCK** (check when done) | **TRANSPORTED TO NEW LOCATION** (check when done) | **SEAL NUMBERS** (if relevant) |
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