

**INSTRUCTIONS FOR TRANSFERRING RECORDS TO STATE
RECORDS CENTER FOR STORAGE**

2161

(No. 2 Mar. 1998)

Departmental units are encouraged to deposit inactive records as an extension of their own files in the records center, provided the records are covered by an approved records retention schedule.

The following procedure is to be used for transferring records to the records center.

1. Archives boxes may be ordered from the Warehouse under the heading "Archives boxes," Stock number 8115-726-0001-6. You may order used archives boxes for no charge.
2. Pack records upright in archives boxes in the same order as they are kept in agency files. **Please do not pack tightly**. Allow enough empty space in each container so that possible interfiling can be accommodated. All containers must be secured for transfer. **Please do not use tape over the printed end of the box.**
3. Number containers in consecutive order, using the printed box space provided. **Do not mark contents, agency name, or any other information on the box.**
4. Form Std. 71, Records Transfer List, may be obtained from the RMC. The Records Transfer List is the official document used to transfer custody of all records from agency files to Department of General Services Records Center. A Records Transfer List is prepared for each shipment of records. Complete the Records Transfer List and forward to the RMC. All entries must be double-spaced with no more than twenty (20) boxes per page. The Records Transfer List should be completed as indicated in the following instructions:
 - A. Billing Code – Enter your unit billing code. Destruction Date – Enter date, year and quarter, i.e., 1994,2, the records are to be destroyed. The same destruction date must be given for all records on the list.
 - B. Complete a new transfer list for each record series having a different disposal date.
 - C. Transfer List Number – The RMC will assign the Transfer List Number when the Transfer List is forwarded to the coordinator.
 - D. Storage Location – Check Records Center.
 - E. Destruction Method – Enter either "Confidential" or "Nonconfidential."

- F. Volume Transferred – Enter total volume transferred, in cubic feet, for each shipment of records. If records are stored in other than standard records center cartons, the cubic feet will be entered by the Records Center staff.
 - G. Acceptable storage types are: Archives Boxes, Check Box, Roll Plans, 16mm Film, 35mm film, and 1000 Foot Reels. Call the records management coordinator for the correct description for any other storage type.
 - H. Schedule Number – Enter the approval number of the Records Retention Schedule on which the records are listed. Please call your RMC for any questions on your Records Retention Schedule.
 - I. Approval Number – Enter the Department of General Services' approval number from the schedule on which the records are listed. The number usually is 5 digits and appears on the lower right hand side of the schedule. (Ex., 95-102).
 - J. Box Number – Enter the number assigned to the records container after it was packed. Begin each transfer list with box number "1."
 - K. Description of Records – Enter the same description of the records as that used on the approved Records Retention Schedule, Std. 73. SRC Storage Number – Do not complete this column. The SRC will assign the number as the records are stored.
 - L. Years covered by Records – Enter the year(s) covered by the records. If the records cover several years, the earliest and latest years should be shown (example: 1990-91).
 - M. Archives Flag – Enter an "X" if State Archives has flagged these records on the schedule.
 - N. Item Number – Enter the item number for these records from the Schedule on which they are listed.
5. Forward the competed Std. 71 to the RMC. The RMC will assign the Transfer List number, approve the transfer list and forward to State Records Center.
 6. Once the Records Center receives the Std. 71, they will notify the RMC when shipment of records can transpire. Shipping will be handled on an individual basis depending on the location of the unit sending records to the Records Center.

7. After receipt of the records by Records Center, the Std. 71 will be returned to the RMC. The Std. 71 will show the SRC storage number and signature showing receipt of records by SRC. A copy will be returned to the unit for reference and a copy will be kept by the RMC.

FORMS AND/OR FORMS SAMPLES: RETURN TO ISSUANCE HOME PAGE FOR FORMS/FORMS SAMPLES SITE LINK.

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