

## Arkansas State Archives Records Transfer Form

Agency Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Agency Address: \_\_\_\_\_

Mailing address

City/Zip

Agency Liaison: \_\_\_\_\_ Email: \_\_\_\_\_

(Staff use only) SR #: \_\_\_\_\_ Archival Collections Manager: \_\_\_\_\_ Intake Date: \_\_\_\_\_  
 Temporary Location: \_\_\_\_\_ Total c.f. or # of items: \_\_\_\_\_ *(include all boxes, even if more than one sheet is attached)*

Record Number	Records Series Title	Record Dates	No. of Boxes	ASA Staff Initial	See Att	Other Notes

*The Office of Record hereby transfers the records listed above to the custody and jurisdiction of the Arkansas State Archives with the understanding that the records will become and remain the property of the State of Arkansas and shall be stored, referenced and managed only in accordance with applicable state and federal laws, state and federal regulations, the policies and procedures of the Arkansas State Archives, and the instructions of the State Historian.*

\_\_\_\_\_  
Agency Director Signature

\_\_\_\_\_  
State Historian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

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**Record Number:** The item number or letter that refers to a specific record series. These can be found on the DFA website under Records Retention Schedule – The Arkansas General Records Retention Schedule

[http://www.dfa.arkansas.gov/offices/intergovernmentalServices/Documents/rec\\_retention\\_schedule.pdf](http://www.dfa.arkansas.gov/offices/intergovernmentalServices/Documents/rec_retention_schedule.pdf).

**Records Series Title:** The specific name for the record series, for instance may be “Correspondence,” “Publications,” “Training Materials,” or “Grants.” You may also have a Record Sub-Series title, which might be “General Correspondence,” “Legal Correspondence,” “Directors Correspondence,” “Grants ANCRC [date of grant],” “Meeting Minutes [date of meeting], or “Appropriation [date].”

**Record Dates:** In order to efficiently find records it is helpful to be as specific as possible concerning the date span of records that are grouped together. For example, the container listing can show a beginning date of 3/04/1970 and an end date of 6/07/1975. If only the year is known it can show a begin date of 1970 and an end date 1975. The purpose of putting beginning and ending dates is for easier search and retrieval.

**No. of Boxes:** In order to track the number of boxes being transferred to the Arkansas State Archives an exact count of the boxes is required. At the time of the handover Arkansas State Archives staff can then confirm that we have received the full extent of the material.

**ASA Staff Initial:** Staff will then survey each box using the container lists to confirm that all material was received.

**See Att:** The transferring agency will attached to each Record Transfer Form a container list for each box. Arkansas State Archives staff will use this for accessing materials.

**Other Notes:** In this field transferring agencies should indicate which files need redaction prior to public use. Also the Arkansas State Archives staff can record any condition risks.