Transferring Historical Documents
What do I need to do?

**Step 1:** Designate a State Agency Contact for the Arkansas State Archives

- The contact will serve as a liaison
- Oversee record transfer

**Step 2:** Arrange a time for the Archival Manager/State Historian to consult onsite

- The ASA will perform an assessment
- Select records for transfer

**Step 3:** Boxing the Materials

- Agency is responsible for boxing records
- If the agency cannot provide boxes the ASA can
- Provide an inventory of the contents at the front of each box

**Step 4:** Complete the Arkansas State Archives Records Transfer Form

**Step 5:** Records are ready for transfer

- Agency liaison will notify the ASA’s Archival Manager at least five days in advance
- Archival Manager will make arrangement to pick up material
- Agency will complete Records Transfer Form

**Step 6:** The Arkansas State Archives takes possession