



SC Department of Archives & History

Electronic Records Transmittal Form

Transmit Records To: South Carolina Department of Archives & History
Records Management
8301 Parklane Rd
Columbia, SC 29223-4905
Telephone: 803-896-6119
Fax: 803-896-6138
E-mail: jhills@scdah.sc.gov
Instructions:
1) Decide which records are ready to be transferred.
2) With the help of SCDAH, determine the best method of transfer for the chosen records.
3) Complete the following transmittal form.
4) Please complete one form per retention schedule.
5) Send the completed form and transfer the electronic records to the Archives.

Part I: Agency Information

1. Record Group Number:
2. Date of Transfer:
3. Agency Name:
4. Division Name:
5. Address:
6. Name of Records Officer (RO):
7. Records Officer Telephone Number:
8. Records Officer Signature:
9. Records Officer Email Address:
10. Name of Transfer Contact (if different from RO):
11. Telephone Number:
12. Transfer Contact Email Address:

Part II: Record Information

13. Retention Schedule Number associated with these records:
14. Retention Schedule Title associated with these records:
15. Variant Title (Within Agency):
16. Estimated size of Transfer (MB):
17. Inclusive Dates:
18. Electronic Media included (Please check all that apply):
19. To the best of your knowledge, do these records contain Personally Identifiable Information (PII): YES NO
If yes, what kind? (Please check all that apply):
Social Security Numbers
Credit Card Numbers
Passwords or PINs
Other
Please describe:
20. File Format(s) included (Please check all that apply):
PDF or PDF/A
Microsoft Office
Word Excel PowerPoint Access Publisher
Images
JPEG TIFF PNG Other
Database (.accdb, .mdb, .dbf, .sql)
Email (.pst files)
Audio (.wav, .aiff, .wma, .mp3, .m4a)
Video (.avi, .mp4, .mov, .wmv)
Other
Please describe: