



Department of Archives & History INSTRUCTIONS FOR COMPLETING: RECORDS TRANSMITTAL FORM AND RECEIPT (ARM-14)

This form should be used to request the *permanent* transfer of records to the State Archives, **OR** the *temporary* transfer of records to the State Records Center (SRC). This form must be submitted to the SRC staff for approval. A copy of this form **must** accompany the transfer of boxes, and we recommend you keep a copy for your own records.

Record Group Number: Enter your Record Group Number in this block.

Part I

1. **Agency Name:** Enter the name of your agency
2. **Transfer To:** Check the box that indicates if records will be transferred to the State Archives (permanent) or to the State Records Center (temporary storage)
3. **Division:** Enter your agency's division [Optional]
4. **Date Prepared:** Enter the date the transfer was prepared.
5. **Agency Address:** Enter the address of your agency.
6. **Media Type:** Select all the media types included in the transfer. If "other" is selected, please state the type of media in the box provided.
7. **Records Officer Name & Telephone Number:** Enter the name and telephone number of your agency's Records Officer.
8. **Records Restricted:** Check "yes" if the records contain restricted information. Check "no" if the records do not.
9. **Number of Boxes:** Enter the total number of boxes in the transfer.
10. **Transfer Contact Person (Not RO) Name & Telephone Number:** If the person responsible for the transfer is different than the agency's assigned Records Officer, enter their name and telephone number here.
11. **Inclusive Dates:** Enter the inclusive dates of records in the transfer (oldest to most recent).
12. **Do The Records Contain Personally Identifiable Information (PII):** Check "yes" or "no" to indicate if any of the records to be transferred contain PII.
13. **Type of PII:** Enter the type of PII found on the records, if any.
 - a. Examples of PII include, social security numbers, credit card number, passwords, etc
14. **Retention Schedule Title(s):** Enter the retention schedule title(s) associated with the records being transferred.
15. **Retention Schedule Number(s):** Enter the retention schedule number(s) associated with the records being transferred.

Skip Part II; this will be completed by staff.

Part III

The information entered in Part III will autofill the box information on the labels beginning on the third page of the form.

- a. Do not fill in the “SRC Box” column; those are internal numbers to be assigned by the SRC.
- b. Place the total number of boxes in first box of the “Agency Box.” Once the total is entered all remaining boxes will autofill the same total number.
- c. Fill in the “Box Contents” listing the beginning and ending files in each box.
The labels will autofill with information on the box contents.

Save the form(s) to your computer and send completed form(s) to State Records Center (SRC) for approval.

- The form(s) can be emailed to SRC@scdah.sc.gov.

Ensure you have the appropriate boxes, tape and label paper from the SRC.

- Transfers of more than 84 boxes will need 2 or more separate SRC Transmittal Forms. However, if you are transferring less than 84 boxes, simply input the total number of boxes in the appropriate “Agency Box #” column.

Please note on the completed form the pages that contain information and adjust your printer setting accordingly. This will prevent the printing of excess pages of the transmittal form and labels.

The SRC will supply label paper and contact you to arrange the physical transfer of records upon approval of the completed form.

- Keep one copy of the form(s) for your records; and ensure another copy of the form(s) accompanies the transfer of boxes.

Disclaimer: Do not use Microsoft Edge or Internet Explorer to print the transmittal form and labels, **the labels will NOT print correctly.** Use Google Chrome or Adobe. After filling out the appropriate information, save or download your completed form in your computer’s **File Explorer**. Then, attach the completed form to your work e-mail before submitting to the SRC. All returned forms will be received and submitted through the SRC@scdah.sc.gov.