



## 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. Enter your agency name.
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 your agency address.
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. Transfer Contact Person 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.
10. Number of Boxes: Enter the total number of boxes in the transfer.
11. Inclusive Dates: Enter the inclusive dates of records in the transfer (oldest to most recent).
12. Retention Schedule Title(s): Enter the retention schedule title(s) associated with the records being transferred.
13. 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.

- Do not fill in the "SRC Box" column; those are internal numbers to be assigned by the SRC.
- 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.
- 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](mailto: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](mailto:SRC@scdah.sc.gov).