



SC Department of Archives & History Electronic Records Transmittal Form (ARM-15)

<p style="text-align: center;">Return to SCDAH via:</p> <p>Mail: South Carolina Department of Archives Records Management 8301 Parklane Rd Columbia, SC 29223-4905</p> <p>Email: rm@scdah.sc.gov Phone: 803-896-6119</p>	<p>THIS FORM IS FOR THE TRANSFER OF ELECTRONIC RECORDS TO THE STATE ARCHIVES. PLEASE COMPLETE ONE FORM PER RETENTION SCHEDULE. THE ELECTRONIC RECORDS MUST ACCOMPANY THIS FORM TO THE ARCHIVES.</p>
	<p>Record Group Number:</p>

Part I: Agency Information

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

Part II: Record Information

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