

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: mdantzler@scdah.sc.gov

Instructions:

- Decide which records are ready to be transferred. 1)
- With the help of SCDAH, determine the best method of transfer for the chosen records.
- 3) Complete the following transmittal form.
- Please complete one form per retention schedule. 4)
- 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:	
7. Records Officer Edital 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
☐ Tape	If yes, what kind? (Please check all that apply):
□ CD/DVD	☐ Social Security Numbers
☐ Hard drive	☐ Credit Card Numbers
☐ Removable Hard drive	☐ Passwords or PINs
☐ Other	Other
□ Oulei	Please describe:
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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:	
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