



SC Department of Archives & History

Electronic Records Transmittal Form

Transmit Records To: South Carolina Department of Archives & History... Instructions: 1) Decide which records are ready to be transferred...

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):...

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):...