



SC Department of Archives & History Records Transmittal Form and Receipt Instructions

- 1) Complete Part I of the Records Form; the information entered in Part I will autofill the agency information into the labels beginning on the third page of the form.
 - a. Enter your agency name.
 - b. Enter your agency's Records Group Number.
 - c. (Optional): Enter your agency's division.
 - d. Enter the date the transfer was prepared.
 - e. Enter your agency address.
 - f. Check all media types included in the transfer.
 - g. Enter the name and telephone number of your agency's Records Officer.
 - h. Check "yes" if the records contain restricted information. Check "no" if the records do not.
 - i. Enter the name and telephone number of the Transfer Contact (if different from the RO).
 - j. Enter the total number of boxes in the transfer.
 - k. Enter the inclusive dates of records in the transfer (oldest to most recent).
 - l. Enter the retention schedule title(s) associated with the records being transferred.
 - m. Enter the retention schedule number(s) associated with the records being transferred.
- 2) Skip Part II; this will be completed by Archives staff.
- 3) Complete 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.
- 4) 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.
- 5) Ensure you have the appropriate boxes, tape and label paper from the SRC.
- 6) 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.
- 7) 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.
- 8) The SRC will 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.