

### **Records Transmittal Form and Receipt Instructions:**

- 1) Please complete Parts I and III of this form. Part II will be completed by SCDAH staff.
- 2) Send completed form to State Records Center (SRC) for approval.
- 3) Once approved, work with SRC to arrange the transfer of records.
- 4) Please print out the correct amount of labels based on the number of records being transferred; SRC will supply the labels during the transfer process.
- 5) Please keep one copy of this form for your records; please ensure a copy of this form accompanies the transfer of boxes.

### Transmit Records To:

South Carolina Department of Archives & History State Records Center 1942-A Laurel Street Columbia, SC 292201 E-mail: SRC@scdah.sc.gov

**Part I: Agency Information** 

Agency Name:			Record Group Number:
Division:			Date Prepared:
Agency Address:		Media Type:  □ Paper □ Video □ Audio □ Printouts □ Photos □ Other:	
Records Officer (RO): Name & Telephone Nur	mber:	Records Restricted? ☐ YES ☐ NO	
Transfer Contact Persor Name & Telephone Nu			Number of Boxes: Inclusive Dates:
Retention Schedule Ti	tle(s):		Retention Schedule Number(s):
		Part II: For Archives Use Only	
Date Records Received	:	Disposition Date:	Accession Number:
Cubic Feet:	Signature of Ar	chives Representative:	
	l	Part III: Box Information	
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### **SC Department of Archives & History**

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### **SC Department of Archives & History**

STATE RECORDS CENTER

### CONTAINER LABEL

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Shipper must complete each box			
1. Box No.:		2. Agency Name:	
42 of			
3. Total No. of Boxes:	4. Divisio	n:	
5. Schedule/Series No.:	6. Inclusive Dates:		
	7. Records	Series Title:	
8. Media Types (Othe standard office paper		<ul><li>□ Video</li><li>□ Audio</li><li>□ Printouts</li><li>□ Photos</li><li>□ Other:</li></ul>	
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# SC Department of Archives & History STATE RECORDS CENTED

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44 of		
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5. Schedule/Series No.:	6. Inclusive Dates:	
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STATE RECORDS CENTER

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## **SC Department of Archives & History** STATE RECORDS CENTER

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STATE RECORDS CENTER

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### **SC Department of Archives & History**

STATE RECORDS CENTER

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### SC Department of Archives & History

STATE RECORDS CENTER

### CONTAINER LABEL

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### SC Department of Archives & History

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### SC Department of Archives & History

STATE RECORDS CENTER

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## **SC Department of Archives & History** STATE RECORDS CENTER

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STATE RECORDS CENTER

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### SC Department of Archives & History

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### **SC Department of Archives & History**

STATE RECORDS CENTER

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STATE RECORDS CENTER

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## **SC Department of Archives & History** STATE RECORDS CENTER

### **CONTAINER LABEL**

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### **SC Department of Archives & History**

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## **SC Department of Archives & History** STATE RECORDS CENTER

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SC Department of Arch	ives & His	tory		

STATE RECORDS CENTER

### CONTAINER LABEL

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## **SC Department of Archives & History** STATE RECORDS CENTER

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### **SC Department of Archives & History**

CONTAINER LABEL		
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### SC Department of Archives & History

STATE RECORDS CENTER

### CONTAINER LABEL

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### **SC Department of Archives & History**

CONTAINER LABEL		
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CONTAINER LABEL			
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83 of			
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## **SC Department of Archives & History** STATE RECORDS CENTER

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### SC Department of Archives & History

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