

**TRANSFER**  
(Revised 12/13)

**1619**

To transfer of your records to the SRC you must first fill out a Records Transfer List, STD. 71. Send the original to the SRC. You must have their approval before you send the records.

In order for an agency to transfer records to State Archives all the following criteria must be met:

1. The State Archives has flagged records on your records retention schedule.
2. The flagged records are in your office or departmental storage.
3. The records have reached the end of their retention period.