



## STATE RECORDS SPECIAL AUTHORIZATION

DGS SRC 50 (REV. 06/2018)

### INSTRUCTIONS

#### WHEN TO USE THIS FORM

**Change in Agency or Disposal Date:** This form is to be used when records are transferred from one agency to another, or when disposition schedules have been revised to reflect a destruction date change (i.e. extended retention due to litigation or audit).

**Reference Requests that Will not be Returned to the State Records Center (SRC):** This form is to be used instead of the Std. 76, State Records Center Reference Request, when entire Transfer Lists, are requested for return to the agency and will not be returned to the SRC. If records are not to be returned to the SRC, an agency is expected to review and update their Records Retention Schedule (RRS) accordingly. Any records flagged for the State Archives must be transferred at the end of the retention period. Notify the State Archives regarding format changes (i.e.: paper to electronic) to records flagged by the State Archives. If an agency needs to pull a partial list of boxes, and those boxes will not be returned to the SRC, please contact SRC staff. SRC staff may require a new transfer list for the remaining boxes.

#### HEADING INFORMATION

**Department:** Enter the department, board, commission, or institution name.

**Unit:** Enter the unit name to which the records belong.

**Billing Code:** Enter the agency billing code for destruction, return, or transfer of records.

**Approval Number:** Enter the Approval Number assigned to the RRS the records are noted on.

**Item Number:** Enter the Line Item Number for the records as noted on the RRS.

**Approval from Receiving Agency:** In order to transfer records SRC staff must be provided with a letter of agreement from the receiving agency (attached to the DGS SRC 50).

#### DETAIL INFORMATION

Enter information on as many lines as needed to identify completely all of the records you wish to dispose of. These records must be identified numerically in terms of the SRC storage location numbers.

**Transfer List Numbers:** Enter the number of the Transfer List(s) documenting the records to be disposed. Repeat on as many lines as needed.

**Storage Type:** Indicate whether the SRC storage location is a “shelf” or “box”.

**Storage Numbers:** Use the storage number SRC staff have stamped on the Transfer List. Entries may be inclusive.

**Disposition:** Place an X” in the appropriate column indicating

- **DESTROY:** Destroyed by the SRC.
- **RETURN:** Returned to your agency.  
Any records marked “return” will be sent to the address on file at the SRC, and will be deleted from our inventory of records stored in the SRC.
- **NEW DATE:** Given a new disposal date.  
A “New Disposal Date” will only be accepted if the changes have been revised/ amended on the Records Retention Schedule (STD 73), or the period of extension is due to litigation or audit. If the latter, a memorandum must be attached to the DGS SRC 50 to document the extension.
- **EDMS:** Sent to be imaged and stored digitally.  
Any records marked “EDMS” will be sent to be imaged and will be deleted from our inventory of records stored in the SRC.
- **TRANSFER TO:** Transferred to another agency.  
Any records marked “transfer” will be deleted from your agency inventory of records stored in the SRC, and added to that of the receiving agency (Transfers between agency’s require a letter of agreement attached to the DGS SRC 50).

**Information Classification:** The secure handling and disposal process requirements are based on this classification.

**Comments, New Date or Receiving Agency:** Enter any meaningful comments here. In cases of date or agency change, please supply the new destruction year and quarter or the receiving agency’s name.

#### SIGNATURE BLOCK

At the bottom of the form is a signature block to be signed by the person completing the form and the agency Paperwork Management Coordinator. Both parties are required to sign, date, and type his or her name and title.

**NOTE:** Please make all entries legible and understandable. Doing so will ensure the correct disposition of the records. The DGS SRC 50 will not be processed without being reviewed by State Archives staff. No records will be transferred to another agency without the written consent of the receiving agency and an attached letter of agreement.