

INSTRUCTIONS FOR FILLING OUT THE *RECORDS TRANSFER LIST* STD. 71

(Revised 2/2015)

FOR STORAGE OF RECORDS IN SACRAMENTO: transmit the original and one copy of the transfer list to the State Records Center *in advance of the shipment of records*. Unless you have made special arrangements with the Records Center, you will be notified when the records will be accepted.

FOR STORAGE IN SRC VAULT: Transmit the original and one copy of the transfer list (make an extra copy for your files) to the State Records Center *with the shipment*.

1. **BILLING CODE:** Enter the agency/unit billing code to which storage is to be charged.
2. **SCHEDULED RETENTION @ SRC:** Enter the period of time for SRC storage as posted on your Records Retention Schedule (RRS).
3. **DESTRUCTION / REVIEW DATE:** Enter the year/quarter when the records can be destroyed: i.e. "2016/3" for the 3rd quarter of 2016. If the quarter is not specified, the records will be scheduled for destruction in the fourth quarter of the year indicated. Enter only one destruction date per list. Minimum storage is one year. Records scheduled as "Permanent" will receive a 50 year review date.
4. **TRANSFER LIST NUMBER:** Contact your department records management coordinator for the list number for the shipment of records. Numerical sequence is used for each shipment of records. SRC does not assign Transfer Lists numbers.
5. **STORAGE LOCATION:** Double click on the box relating to the Records Center in which the records will be stored. For vital records protection in secured environmentally controlled storage (usually master silver microfilm) check "Vault."
6. **DESTRUCTION METHOD:** Enter "Confidential" if the records require shredding to protect confidentiality. Enter "Non-confidential" if shredding is not required.
7. **VOLUME TRANSFERRED:** Enter the total volume (cubic feet) transferred for each shipment of records. Each records center carton is 1 cubic foot. For other container equivalents, contact the Records Center.
8. **STORAGE TYPE:** Acceptable storage types are: Record Center Box, Check Box, Roll Plans, 16mm Film, 35mm Film and 1,000 Ft. Reels. Call the Records Center for the correct description on any other storage type.
9. **SCHEDULE NUMBER:** Enter the schedule number from the RRS (STD. 73) covering these specific records. Records must be listed on a current and approved RRS not more than five (5) years old.
10. **APPROVAL NUMBER:** Enter the Secretary of State/CalRIM approval number from the RRS (STD. 73) covering these specific records. Records must be covered by a current and approved retention schedule not more than five (5) years old.
11. **BOX NUMBER:** List each box or container included in the shipment in numeric sequence starting with "1 ". SINGLE SPACE between entries.
12. **DESCRIPTION OF RECORDS:** Describe the records using the EXACT title from the approved RRS (STD. 73). Subtitles or specific contents of containers may be listed if desired, i.e., batch numbers, file codes, etc., or listed on a separate sheet of paper to remain with the agency/unit for reference when requesting files. **DO NOT LIST INFORMATION THAT VIOLATES PRIVACY OF INDIVIDUALS.**
13. **SRC STORAGE NO:** This column is to remain blank. The Records Center will enter storage numbers and return one copy of the list to the depositing agency's records management coordinator.
14. **YEARS COVERED BY RECORDS:** Enter the year or years within which the records fall or the year in which activity terminated.
15. **ARCHIVES FLAG:** Enter an "X" if the State Archivist has flagged the "Item" corresponding to these records by stamping "Hold/Notify Archives" on the RRS. Do not repeat if all containers on the list are for the same item number.
16. **ITEM NUMBER:** Enter the corresponding item number for these records from the RRS. This entry need not be repeated if all containers on the list are for the same item number.

NOTE: Records stored in a State Records Center are owned by the depositing agency. Records Center personnel cannot make decisions about your records or release them to unauthorized requesters. Records stored in Records Centers must not be deleted from your departmental Records Retention Schedule.