

SAM—RECORDS MANAGEMENT

RECORDS TRANSFER

1618

(Revised and Renumbered 6/2015)

To the State Records Center

To transfer your records to the SRC you must first fill out a Records Transfer List, [STD. 71](#), and send the original to the SRC. SRC staff will review each state agency transfer list for a current approval number and confirms retention period listed on the retention schedule. You must have SRC approval before sending the boxed records.

To the State Archives

a. Records stored In-house

It is the responsibility of each state agency to transfer scheduled records that are flagged for the State Archives to the State Archives at the end of the scheduled retention period. Please contact SRAP staff prior to transfer with information regarding the transfer date and quantity of records to be sent. The State Archives also uses the Records Transfer List (STD. 71) for records transferred to the Archives but does not require the form be sent in advance of the records.

b. Records stored at the State Records Center

Records at the State Records Center that have been approved for destruction by state agency staff are reviewed on a quarterly basis and may be transferred to the State Archives.