

Read these instructions before submitting the “RECORDS TRANSFER REQUEST” form to the NJ Records Storage Center (NJRSC). To store records in the NJRSC, agency records must: appear on an approved Records Retention Schedule, be scheduled for a minimum of one year storage, be properly packed in NJRSC Boxes, be properly identified and documented for transfer and reference, have a specific month and year date when the disposition will occur. Questions concerning transfer, criteria, or storage should be directed to the Supervisor, NJRSC at 609.530.3221.

Items 1 - 2 **Agency Number, Schedule Number** - *Leave blank, for NJRSC use only.*

Item 3 **Record Series Number** - The number that corresponds to the record series title as found on the records retention schedule. Use a separate form for each record series.

Item 4 **Record Series Title** - Indicate title exactly as it appears on the approved records retention schedule.

Item 5 **Date Completed** - The date the form is being completed for submission.

Items 6 - 11 **Department Information** - Enter department, division, and bureau names; contact person; title; and telephone number.

Item 12 **Records Location** - Building name, street address, etc.

Item 13 **Access Restriction** - Indicate if records are deemed to be confidential.

Item 14 **Statutory Authority** - Indicate all local, state, and/or federal regulations that pertain to the records.

Item 15 - 16 **Disposition and Records Storage Center Location** - *Leave blank, for NJRSC use only.*

Item 17 **Agency Box Number** - The number assigned to each box being transferred.

Item 18 **Description of Box Contents** -Include the year, month, and file range. This description must be detailed to facilitate referencing.

Items 19 - 22 **Received By, Title, Date Received, and Remarks** - *Leave blank, for NJRSC use only.*

RECORDS TRANSFER REQUEST

1. Agency #		2. Schedule #		3. Records Series #		4. Records Series Title		5. Date Completed	
6. Department				7. Division			8. Bureau		
9. Person to Contact				10. Title			11. Telephone Number		
12. Location of Records			13. Access Restriction		14. Status Authority		DISPOSITION CODES R-Recycle A-Archive S-Shred D-Destroy		
17. Agency Box Number	18. Description of Box Contents (Year, Range)					15. Disposition		16. Records Center Location Number	
						Date	Code		
19. Received By			20. Title		21. Date Received		22. Remarks		