

**Read these instructions before submitting the "ELECTRONIC MEDIA TRANSFER REQUEST" form to the NJ Records Storage Center (RSC). To transfer electronic storage media or computer backup tapes in the RSC, agency records must: appear on an approved Records Retention Schedule; be properly identified and documented for transfer and reference. Questions concerning transfer, criteria, or storage should be directed to the Supervisor, RSC at 609.530.3221.**

- Items 1 – 2**      **Agency Number & Schedule Number - *Leave blank, for RSC use only.***
- Item 3**            **Record Series Number** – The number that corresponds to the record series number 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.
- Items 12**         **Records Location** – Building name, street address, etc.
- Item 13**          **Access Restriction** – Indicate if records are deemed to be confidential.
- Item 14**          **Retention Period** – Indicate the records retention period as required on the approved records retention schedule.
- Item 15 – 16**     **Disposition and Electronic Media Vault Location - *Leave blank, for RSC use only.***
- Item 17**          **Cartridge Number** – The number assigned to each cartridge, tape, DVD, etc. being transferred.
- Item 18**          **Description of Media Contents** –Include the month and range, year and record type. This description must be detailed to facilitate referencing.
- Items 19 - 22**    **Received By, Title, Date Received, and Remarks** – *Footer only, leave blank, for RSC use only.*