Read these instructions before submitting the "MICROFILM TRANSFER REQUEST" form to the Records Storage Center (RSC). To store microfilm master negatives in the RSC, agency records must: appear on an approved Records Retention Schedule; be scheduled for a minimum of 5 year storage; 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 - 14**  
Street Address, City & Zip Code – Enter your address.

**Item 15 - 16**  
Disposition and Microfilm Vault Location – *Leave blank, for RSC use only.*

**Item 17**  
Reel Number – The number assigned to each microfilm reel being transferred.

**Item 18**  
Description of Reel 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.*