

Read these instructions before submitting the "RECORDS TRANSFER REQUEST" form to the Records Storage Center (RSC). To store records in the RSC, agency records must: appear on an approved Records Retention Schedule; be scheduled for a minimum of one year storage with a maximum of 15 years retention period; be properly packed in RSC cubic foot boxes; be properly identified and documented for transfer and reference; have a specific date of disposition. 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.
- Item 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 retention schedule.
- Item 15 - 16** **Disposition and Records Storage Center Location** – *Leave blank, for RSC use only.*
- Item 17** **Agency Box Number** – The number assigned to each box being transferred.
- Item 18** **Description of Box 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.*