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.*