



State Agency Email Transfer (RC-2D-E)

AGENCY INFORMATION

Agency: _____

Division: _____

Office/Branch/Unit: _____

Agency Contact: _____

| Name | Phone | E-mail |
|----------------------|-------|--------|
| Additional Contacts: | | |
| Name | Phone | E-mail |
| Name | Phone | E-mail |

RECORDS SERIES INFORMATION

| For completion by Records Analyst (NOTE: There should be a separate form for each account.) | | |
|---|------------------------------|-----------------------------|
| Item Number: | | |
| Series Title: | | |
| Effective Date of Schedule: | | |
| Disposition Instructions: | | |
| Public Series Listing Form (99S) has been completed | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Position Number: _____

Email Account: _____

Is this account currently involved in audit, litigation, or other official action? Yes No

If yes, explain:

DIVISION OF ARCHIVES AND RECORDS — GOVERNMENT RECORDS SECTION

| | | |
|--------------------------|---|--------------------------|
| MAILING ADDRESS: | http://archives.ncdcr.gov | LOCATION: |
| 4615 Mail Service Center | Telephone (919) 814-6900 | 215 N. Blount Street |
| Raleigh, N.C. 27699-4615 | Facsimile (919) 715-3627 | Raleigh, N.C. 27601-2823 |
| | State Courier 51-81-20 | |



SUBMISSION INFORMATION PACKAGE

Creating entity (if different from agency information above):

Inclusive dates of records being transferred: _____

For completion by Records Analyst:

No records in this series dated after _____ may be transferred.

Record Format and Documentation:

File Type (check all that apply):

- E-mail** MBX EML TXT RTF PDF/A
- HTML MSG PST

Software used to create/access records: _____

Please include what e-mail header information will be transferred (sender, recipient, etc.):

Preservation Issues (e.g., data dependencies, linked files/fields, files were normalized to another file format, encryption, compression, digital signatures, etc.):

Special Instructions:

Bag List and Description (See Bagger GUI User Guide at

<https://archives.ncdcr.gov/documents/bagger-gui-user-guide> for instructions on creating and naming bags.)

| Physical Media | Bag Name | Number of Files | Total Size of Bag | File Formats |
|--|----------|-----------------|-------------------|--------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| Totals for the entire transfer: | | | | |

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Media used for transfer (choose one):

- hard drive flash drive FTP/Cloud

For all media except FTP, choose one:

- Agency-owned media: please return with electronic records intact
- Agency-owned media: please destroy electronic records and return media intact
- Agency-owned media: please destroy media and copies of records when transfer complete after filming or transfer to the Digital Repository
- Agency-owned media: please destroy media and retain copies of records permanently when transfer complete
- Media owned by Government Records

Date of Transfer: _____

Signature of Agency Representative: _____

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FOR INTERNAL USE ONLY

FOR TRANSFER TO DIGITAL REPOSITORY

| | Unit | Name | Date |
|--|---------|------|------|
| Records received | RAU | | |
| Bag list verified | RAU | | |
| Records recorded in FAIDS | RSU | | |
| Records accessioned | RDU | | |
| Records validated | DSS | | |
| Fixity check before quarantine | | | |
| Virus check before quarantine | | | |
| Fixity check after quarantine | | | |
| Virus check after quarantine | | | |
| Records accepted into digital repository | DSS | | |
| Confirm records receipt with agency | RAU | | |
| Copies of transfer: <input type="checkbox"/> Destroyed after filming <input type="checkbox"/> Retained permanently | RAU/DSS | | |
| Physical media disposition: <input type="checkbox"/> returned <input type="checkbox"/> destroyed | RAU/DSS | | |

Location of records in digital repository: _____

Added to turnover file: _____

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