

State Agency Digital Records Transfer

State Agency Transfer Contact Information

State Agency Name (e.g., Department of Administration, Office of the State Controller)

Name of State Agency Representative

Telephone

Email

Records Series Transfer Information

Title

Description of Records Series

Item Number

Functional Schedule RC Number

Disposition Instructions

Creating State Agency Name

Date of Records

Describe Content of Records

Classification for Access

Open/Public

Confidential/Sensitive

Not yet known

Open/Redacted

Contains some confidential records

If this series contains confidential records/information, please describe (e.g., SSNs)

Record Format and Documentation

Digital Content Structure/File Types (e.g., PDF/A, TIFF)

Software Used to Create/Access Records

Are there any spreadsheets being transferred? Yes No

If yes, please identify the cell formulae used

Is e-mail being transferred? Yes No

If yes, please include what e-mail header information will be transferred (e.g., sender, recipient, date)

Supporting Documentation Transferred (e.g., index, data dictionary, metadata codes, system documentation)

Special Instructions

Bag Info

See [Bagger GUI User Guide](#) for instructions on creating and naming bags.

Bag Name	Number of Files	Total File Size

Total Number of Files for the Entire Transfer: _____

Total File Size for the Entire Transfer: _____

Signature of Agency Representative

Date of Transfer