



**STATE AGENCY DIGITAL RECORDS TRANSFER**

**STATE AGENCY TRANSFER CONTACT INFORMATION**

State Agency Name

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

Dates 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, etc.)



**STATE AGENCY DIGITAL RECORDS TRANSFER**

**RECORD FORMAT AND DOCUMENTATION:**

\_\_\_\_\_  
Digital Content Structure/files types (ex: PDF/A, TIFF, etc.)

\_\_\_\_\_  
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 (sender, recipient, etc)

\_\_\_\_\_  
Supporting Documentation transferred (e.g., index, data dictionary, metadata codes, system documentation, etc.):

\_\_\_\_\_  
Special Instructions

**Bag Info:** See Bagger GUI User Guide (<https://archives.ncdcr.gov/documents/bagger-gui-user-guide>) for instructions on creating and naming bags.

Bag Name	Number of Files	Total File Size
Totals for the entire transfer:		

\_\_\_\_\_  
Signature of Agency Representative:

\_\_\_\_\_  
Date of Transfer



**FOR TRANSFER TO DIGITAL REPOSITORY**

	Unit	Name	Date
Records received	RAU		
Bag list verified	RAU		
Records accessioned	RDU		
Records validated	DSS		
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: \_\_\_\_\_