



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: _____