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919-814-6900

## STATE AGENCY DIGITAL RECORDS TRANSFER

4615 Mail Service Center, Raleigh, NC 27699

State Agency Name				
Name of State Agency Represent	ativa			
Name of State Agency Represent	ative			
Telephone	En	nail		
RECORDS SERIES TRANSFER INFO	DRMATION			
Title				
Description of records series				
Item Number	Fu	nctional Sch	nedule RC Number	
Disposition Instructions				
Creating State Agency Name				
Dates of Records				
Classification for Access:				
□ Open/Public	☐ Confidential/Sensitiv	/e	☐ Not yet known	
☐ Open/Redacted	☐ Contains some confrecords	idential		
If this series contains confidentia	records/information, please de	scribe (e.g.,	SSNs, etc.)	

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Software used to create/access records  Are there any spreadsheets being transferred: \( \text{ Yes } \) No  If yes, please identify the cell formulae used  Is e-mail being transferred: \( \text{ Yes } \) 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, et  Special instructions  Bag Info: See Bagger GUI User Guide (https://archives.ncdcr.gov/documents/bagger-gui-user-guide) for ins creating and naming bags.  Bag Name Number of Files Total File Size  Totals for the entire transfer:  Date of Transfer				/A, TIFF, etc.)	igital Content Structure/files type
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## FOR TRANSFER TO DIGITAL REPOSITORY

Records received RAU  Bag list verified RAU  Records accessioned RDU  Records validated DSS  Records accepted into digital repository  Confirm records receipt with agency  Copies of transfer:  Destroyed after filming Retained permanently  RAU/DSS  RAU/DSS  RAU/DSS  RAU/DSS  RAU/DSS		Unit	Name	Date
Records accessioned RDU Records validated DSS Records accepted into digital repository RAU Confirm records receipt with agency Copies of transfer: Destroyed after filming Retained permanently Physical media disposition: REQUIDES RETAIL RETA	Records received	RAU		
Records validated  Records accepted into digital repository  Confirm records receipt with agency  Copies of transfer:  Destroyed after filming Retained permanently  Physical media disposition: RETURN RAU  RAU  RAU  RAU/DSS  RAU/DSS	Bag list verified	RAU		
Records accepted into digital repository  Confirm records receipt with agency  Copies of transfer:  Destroyed after filming Retained permanently  Physical media disposition: Returned  RAU/DSS  RAU/DSS	Records accessioned	RDU		
repository  Confirm records receipt with agency  Copies of transfer:  Destroyed after filming Retained permanently  Physical media disposition: Returned  RAU/DSS  RAU/DSS	Records validated	DSS		
agency Copies of transfer:  Destroyed after filming Retained permanently  Physical media disposition: Returned  RAU/DSS  RAU/DSS	•	DSS		
☐ Destroyed after filming ☐ Retained permanently  Physical media disposition: ☐ Returned  RAU/DSS	•	RAU		
□ Returned	<ul><li>Destroyed after filming</li></ul>	RAU/DSS		
	□ Returned	RAU/DSS		
ocation of records in digital repository:Added to turnover file:	ğ ,	y:		