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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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