



ELECTRONIC RECORDS TRANSFER AGREEMENT

I understand that upon transfer, the State Archives will become the custodian of the transferred records. I have followed the guidelines for [Preparing Electronic Records for Transfer to the State Archives](#).

I. Discretionary practices specific to electronic records

The State Archives, at its discretion, may conduct the following actions on the transferred records:

- a. Disable or bypass passwords or encryption systems, if any, to gain access to the transferred records.
- b. Recover deleted files or file fragments, if any, and provide access to these records.
- c. Provide access to log files, system files, and other similar data that document use of computers or systems, if any are received with the materials.
- d. Delete any files that are not deemed to be of historical long-term value.

II. Privacy

It is the responsibility of the transferring agency to screen for records that contain personally identifiable information and/or statutorily restricted material. The State Archives will provide a secondary review of the transferred records. Please indicate whether or not these records contain private information:

To the best of my knowledge, these records *do not* contain private information.

To the best of my knowledge, these records *are likely* to contain private information.

Please check all that may apply:

Social Security numbers

Passwords or PINs

Credit card numbers

Financial records

Medical records

Educational records

Other, please specify: _____

I have documented the location of these items on the Electronic Records Survey that was completed for this transfer (N.B. include any additional notes in the comments section below).

III. Due diligence

It is the responsibility of the transferring agency to do its due diligence to delete non-records, transitory records, and purely personal materials. Records containing personally identifiable information and/or confidential material should be flagged so that State Archives staff can take steps to protect this information. State Archives staff will attempt to screen for this type of material, however, any sensitive records that are transferred to the State Archives without notification risk being made available to the public.

I have taken efforts to segregate or flag personally identifiable information or statutorily restricted material for all records being transferred to the State Archives.

I have taken efforts to delete non-records, transitory records, and purely personal materials for all records being transferred to the State Archives.

IV. Disposition of storage media

If you are transferring records using Exactly, leave this section blank.

Computer hardware and/or removable media that is not being retained as part of the collection will be securely removed and/or destroyed after the transfer is complete, unless you prefer the media to be returned to you once the content has been transferred to the State Archives and deleted from the device. Please indicate your preference.

I *do not* want computer hardware and/or removable media returned.

I *do* want computer hardware and/or removable media returned.

AGENCY AUTHORIZATION

Transfer ID: _____ Date: _____

Agency: _____

Agency representative: _____ Email address: _____

Phone number: _____

COMMENTS

You may use this section to add comments about this transfer. An additional page may be attached, if needed.

COMPLETE THIS AGREEMENT AND INCLUDE IN ELECTRONIC RECORDS TRANSFER

State Archives Staff Use Only			
Date Received:		Initials:	