

ELECTRONIC RECORDS TRANSFER INFORMATION



NOTE: This form is for use with physical media transfers (e.g. hard drives, removable media). Do NOT use this form when transferring records with Exactly. Instead, fill in the required Exactly metadata fields.

Transfer ID <i>Format: date_agencycode_transferringnumber. Date should be yyyyymmdd with no dashes or slashes. If transferring more than one package on a single day, indicate the number of this transfer.</i>	
Agency code <i>Numerical agency code</i>	
Agency name <i>State agency name</i>	
Contact name <i>Name of records officer/individual completing transfer</i>	
Contact phone <i>Phone number of records officer/individual completing transfer</i>	
Contact email <i>Email address of records officer/individual completing transfer</i>	
Description <i>Brief narrative description of the contents of the transfer, including the bureau/division/office that created the files, any records schedules associated with the files, and any helpful information about the events/programs/processes represented in the files</i>	
Date range <i>Date range of the contents of the transfer</i>	
Arrangement <i>Brief description of how the files are arranged, such as the organization scheme (alphabetical, chronological, numerical), folder structure, folder naming, relationships between files/folders</i>	
Document types <i>List the document types included in the transfer (e.g. reports, images, presentations, emails, databases, budget spreadsheets)</i>	
Inventory? <i>Is an inventory spreadsheet/document included in the transfer? How is it identified?</i>	
Transfer method <i>Method of electronic records transfer (e.g. external hard drive, CD/DVD)</i>	