## **DIRECT TRANSFER TO ARCHIVES**

AGENCY CODE: AGENCY: DIVISION: CONTACT PERSON: ADDRESS: CITY, STATE ZIP: E-MAIL: PHONE:

INSTRUCTIONS:

Date:

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1. This form is to be used for the direct transfer of records from an agency to the Archives and Historical Services Division (AHSD) of the State Records Center and Archives (SRCA). The AHSD maintains, preserves, and makes available permanent public records to the general public. The State Records Administrator is the Director of the SRCA and is responsible for carrying out the provisions of the Public Records Act and must approve every direct transfer of records to the AHSD.

2. Once authorization is given for the direct transfer of records by the agency records custodian and the State Records Administrator; the legal and physical custody of the records is transferred from the creating agency to the SRCA.

3. Provide the exact records series title, part and section number as described in either the general or the executive records retention and disposition schedules.

Forward to SRCA, Records Management Division - 1205 Camino Carlos Rey - Santa Fe, NM 87507. AHSD staff will contact the agency directly to arrange the transfer and delivery.

An index listing the content of each container must be provided in the attached prescribed format.

RECORD CLASSIFICATION NUMBER	RECORD CLASSIFICATION TITLE	INCLUSIVE DATES OF MATERIALS	QUANTITY OF BOXES	SIZE OF BOXES cu. ft.	QUANTITY OF BOOKS, MAPS, MICROFILM, ETC.	SIZE AND FORMAT OF ELECTRONIC MEDIA

Signature: Records Custodian or Records Liaison Officer	Printed Name:	Date:
Archives & Historical Services:	State Records Administrator Approval:	Archivist Received by:
		Archivist Received by.

Date:

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For CPR office use only

Date:

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Date: / /