## **DIRECT TRANSFER TO ARCHIVES**

AGENCY CODE:							
AGENCY:					Date:	1 1	
DIVISION:							
CONTACT PERSON:							
ADDRESS:							
CITY, STATE ZIP:							
E-MAIL:							
PHONE:							
NSTRUCTIONS:							
This form is to be used for and Archives (SRCA). The Al- the Director of the SRCA and AHSD.	HSD maintains, preserves, an	d makes available permanei	nt public records to	the general pu	iblic. The State Reco	rds Administr	ator is
<ol> <li>Once authorization is giver custody of the records is tran</li> </ol>			custodian and the	State Records	Administrator; the leg	gal and physic	al
3. Provide the exact records	series title, part and section	number as described in eith	er the general or the	e executive red	cords retention and di	sposition sch	edules
Forward to SRCA, Records Matransfer and delivery.	anagement Division - 1205 Ca	amino Carlos Rey - Santa Fe	, NM 87507. AHSD	staff will conta	ct the agency directly	to arrange the	е
An index listing the content of	f each container must be pro	vided in the attached prescr	ibed format.				
RECORD CLASSIFICATION NUMBER	RECORD CLASSIFICATION	N INCLUSIVE DATES OF MATERIALS	QUANTITY OF BOXES	SIZE OF BOXES cu. ft.	QUANTITY OF BOOKS, MAPS, MICROFILM, ETC.	SIZE AND F OF ELECT MED	TRONI
	I	l		1		<u> </u>	
nature: cords Custodian or Record	ds Liaison Officer	Printed Name:			Date:		
Archives & Historical Services:		State Records Administrator Approval:			Archivist Received by:		
Date: / /	Date	p:		Date:	1 1		