



Transfer of Public Records to State Archives

Records Transfer Instructions

1. **[Review your records retention schedules](#)**: Only records with the disposition of “Transfer to the State Archives” or “Review by State Archives for Possible Transfer” are eligible for transfer to the State Archives.
2. **Organize your records**: If you are transferring more than one type of record, ensure records are separated by schedule item number. For information about organizing born digital and/or electronic records, see **Preparing Electronic Records for Transfer to the State Archives**.
3. **Complete this transfer form**: It can be completed and signed in Adobe Acrobat, or printed, signed, and scanned. This form must be emailed to the State Archivist **before** records can be transferred. Save a copy of the completed form for your records.
4. **Contact the State Archivist**: To coordinate the details of your records transfer, email the State Archivist at anna.holley@nebraska.gov.
 - Paper records may need to be dropped off at the State Archives offsite storage location at 5050 N. 32nd St., Lincoln, NE.
 - Electronic records may need to be moved to an external hard drive or transferred electronically.
5. **Note that once records are transferred to the State Archives, they become the property of the State Archives (Neb. Rev. Stat. §82-105)**. The State Archives may remove selected records in accordance with standard archival practices to ensure efficient access, organization and enduring historical value (Neb. Rev. Stat. §82-107). Records transferred to the State Archives are available for use at the History Nebraska reference room at 1500 R Street, Lincoln, NE.

Part 1: Agency Information

Agency:	Division:	Address:
Name and title of person transferring records:	Telephone number:	Email:
Signature:		Date:

Part 3: Microfilm Information

If transferring microfilm, fill out this section. Otherwise, leave blank.

Microfilm vendor:
Type of reel: 16mm 35mm
Project number:
Roll numbers:
Additional notes about records, if necessary: