

Preserving the past. Building the future.

# **Transfer of Public Records to State Archives**

#### **Records Transfer Instructions**

- 1. <u>Review your records retention schedules</u>: 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. 32<sup>nd</sup> 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 2: Description of Records**

List all records being transferred by records schedule item number. Attach additional pages or other inventories as needed.

- Columns **a**, **b**, and **c** are **mandatory**. If you're including a spreadsheet of identified restricted records, note that in column c.
- Only fill out column **d** if transferring physical records (boxes, folders, volumes, reels, etc.).
- Only fill out columns **e**, **f**, and **g** if transferring electronic records.
- If transferring microfilm, also fill out **Part 3** of this form. If not, leave it blank.

a. Records schedule item number and title	b. Description of records, dates	c. Restricted? If so, cite statute or explain confidentiality concerns	d. Physical extent	e. Total size of files	f. Number of files	g. File formats
Example: 124-72, Meeting Minutes and materials	Example: Commission meeting minutes, 2010-2020	Example: Not restricted	Example: n/a	Example: 3.2 GB	Example: 235	Example: Docx, pdf
Example: 124-32, Communications, long-term	Example: Agency head correspondence, 2005-2016	Example: Contains social security numbers	Example: 5 boxes	Example: n/a	Example: n/a	Example: n/a

a. Records schedule item number and title	b. Description of records, dates	c. Restricted? If so, cite statute or explain confidentiality concerns	d. Physical extent	e. Total size of files	f. Number of files	g. File formats

## **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: