



SC Department of Archives & History

Electronic Records Transmittal Form

<p>Transmit Records To: South Carolina Department of Archives & History Records Management 8301 Parklane Rd Columbia, SC 29223-4905 Telephone: 803-896-6119 Fax: 803-896-6138 E-mail: jhills@scdah.sc.gov</p>	<p>Instructions:</p> <ol style="list-style-type: none"> 1) Decide which records are ready to be transferred. 2) With the help of SCDAH, determine the best method of transfer for the chosen records. 3) Complete the following transmittal form. 4) Please complete one form per retention schedule. 5) Send the completed form and transfer the electronic records to the Archives.
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Part I: Agency Information

1. Record Group Number:	2. Date of Transfer:
3. Agency Name:	4. Division Name:
5. Address:	
6. Name of Records Officer (RO):	7. Records Officer Telephone Number:
8. Records Officer Email Address:	
9. Name of Transfer Contact (if different from RO):	10. Telephone Number:
11. Transfer Contact Email Address:	

Part II: Record Information

12. Retention Schedule Number associated with these records:	
13. Retention Schedule Title associated with these records:	
14. Variant Title (Within Agency):	
15. Estimated size of Transfer (MB):	
16. Electronic Media included (Please check all that apply):	17. To the best of your knowledge, do these records contain Personally Identifiable Information (PII): <input type="checkbox"/> YES <input type="checkbox"/> NO
<input type="checkbox"/> Tape <input type="checkbox"/> CD/DVD <input type="checkbox"/> Hard drive <input type="checkbox"/> Removable Hard drive <input type="checkbox"/> Other	<p>If yes, what kind? (Please check all that apply):</p> <input type="checkbox"/> Social Security Numbers <input type="checkbox"/> Credit Card Numbers <input type="checkbox"/> Passwords or PINs <input type="checkbox"/> Other Please describe:
18. File Format(s) included (Please check all that apply):	
<input type="checkbox"/> PDF or PDF/A <input type="checkbox"/> Microsoft Office <input type="checkbox"/> Word <input type="checkbox"/> Excel <input type="checkbox"/> PowerPoint <input type="checkbox"/> Access <input type="checkbox"/> Publisher <input type="checkbox"/> Images <input type="checkbox"/> JPEG <input type="checkbox"/> TIFF <input type="checkbox"/> PNG <input type="checkbox"/> Other <input type="checkbox"/> Database (.accdb, .mdb, .dbf, .sql) <input type="checkbox"/> Email (.pst files) <input type="checkbox"/> Audio (.wav, .aiff, .wma, .mp3, .m4a) <input type="checkbox"/> Video (.avi, .mp4, .mov, .wmv) <input type="checkbox"/> Other Please describe:	