

California State University, Sacramento
RECORDS TRANSFER LIST INSTRUCTIONS

Please type all information on the Records Transfer List (STD.71) in accordance with the information given below.

USE A SEPARATE TRANSFER LIST FORM FOR EACH DESTRUCTION DATE.

ALL REQUIRED FIELDS NEED TO BE FILLED OUT COMPLETELY. ANY BLANKS WILL CAUSE THE FORM TO BE RETURNED.

DEPARTMENT: California State University, Sacramento

BILLING CODE: Type "20485"

PAGE OF PAGES: Start with one, and continue

ORGANIZATIONAL UNIT: Your department name

DESTRUCTION DATE: Enter year and quarter, e.g., 1994, 2

TRANSFER LIST NO.: Will be completed by the University Records Management Coordinator*

STORAGE LOCATION: Check (Records Center) box.

ADDRESS: 6000 J Street, Sacramento, CA 95819-XXXX. (Use your own department Zip Code)

DESTRUCTION METHOD: Enter "Confidential" if needed, otherwise leave blank

VOLUME TRANSFERRED: Enter total number of boxes altogether (10 max per page). Each box is one cubic foot.

STORAGE TYPE: Enter "State Records Center"

SCHEDULE NUMBER: Type "Exempt"

APPROVAL NUMBER: Type "Exempt"

BOX NUMBER: Start with "1" and continue

DESCRIPTION OF RECORDS: Type description of contents of boxes

YEAR/S COVERED BY RECORDS: Indicate all years covered

ITEM NUMBER: Type "Exempt"

Sign in space marked "Records Forwarded By". Fill in telephone number and date forwarded. Please leave all other areas blank! The second signature line is reserved for the University Records Management Coordinator.

Send completed Transfer List forms to KEM GRAVENBERG, 6038, University Records Management Coordination. She will arrange for transfer of your records to the State Records Center.

You must use sturdy archive-type boxes with lids. At least one end of the box must be free of all writing and markings except for the box number and the transfer list number. Also, please place a copy of the signed and completed transfer list form under the lid of Box 1, on top of the files.

If you have questions about these instructions, please call the University Records Management Coordinator at (916) 278-5809.

LABEL EACH BOX WITH THE BOX NUMBER AND TRASFER LIST NUMBER

*Unless you were already assigned a Transfer List number by the University Records Management Coordinator. If you were, please enter the number on the form.