

## TRANSMITTAL FORM INSTRUCTIONS

The Records Transmittal to State Archives or State Records Center (ARM form 70) must be completed by the agency. If the first page of the transmittal is insufficient to record the entire shipment, use the Transmittal Continuation Sheet (ARM form 70a). Use as many continuation forms as necessary.

**Completing Transmittal:** Fill in the data on the first page of the Records Transmittal as follows:

- (1) **Cabinet/Local Jurisdiction:** Enter your agency's cabinet or local jurisdiction.
- (2) **Department/Local Government Office:** Name of department or local government office which falls under the entity listed above.
- (3) **Division:** Name of division which falls under entity listed above.
- (4) **Branch/Unit:** Name of branch or unit which falls under the entity listed above.
- (5) **Retention Schedule Date:** The month and year the current Records Retention Schedule for your agency was approved by the State Archives and Records Commission. This information can be found on the signature page, which accompanies the retention schedule or the top right-hand side of an individual schedule page.
- (6) **Total Containers:** The total number of boxes, rolls, books or bundles in this transmittal (i.e., shipment).
- (7) **Permanent?:** Indicate by marking an X in Yes or No space.
- (8) **Destruction Date:** The day, month, year the shipment of records is due to be destroyed. If the records are permanent, type NONE.

To figure the destruction date, use the retention period from your approved retention schedule for the series being transferred and apply it to the latest date of the records in the shipment. For example, if the retention of the record being transferred is five years and the latest date of the records is 2004, the destruction date will be January 2010.

- (9) **Box, Roll, Book, Bundle, Other:** Check the appropriate box to indicate whether the records being transferred are in boxes, rolls of microfilm, books, bundles or other, which indicates special media, such as videotapes, etc. In this column, you will record each individual container in numerical sequence. When transferring boxes of records, each shipment must begin with box number 1, then be listed in numerical sequence thereafter.

- (10) **Series Number as On Schedule:** Enter the series number from your Records Retention Schedule for the record(s) you are transferring. When transferring non-permanent records, more than one series can be included in the shipment, providing all series have the same destruction date. When transferring permanent records, only one series, or record type, per transmittal is acceptable. For single series shipments, the series number need only be recorded one time per page.
- (11) **Title of Records, Exactly as Listed in the Records Retention Schedule:** The title of the record exactly as shown in the Records Retention Schedule. For single series shipments, the title of the record need only be recorded one time per page. You must also enter a brief description of the contents of each container in this column. For alphabetical and numeric files, enter the name or number of the first and last file.
- (12) **Date Span of Records in Each Container:** The inclusive dates (oldest and most recent) of the records in each box, roll, book, bundle, etc. If the date span is the same for the entire shipment, you need only enter one time per page. If multiple series are being transferred, enter date spans per container.
- (13) **Is Access to These Records Restricted?:** Please indicate whether access to the records being transferred is restricted. If Yes is marked, you must give the appropriate citing from any of the Kentucky Revised Statutes, Kentucky Administrative Regulations or Code of Federal Regulations.

The remaining blocks of the transmittal will be completed by Archives and Records Management Division staff after the shipment is received.

After completing the transmittal retain a copy, either digitally or in paper. The Agency's Records Officer should forward a copy of the transmittal via e-mail to the State Records Branch, Archives and Records Management Division at [state.records@ky.gov](mailto:state.records@ky.gov).

You will be contacted by either State Records Center or State Archives Center staff regarding pickup or delivery of the records being transferred.

After the shipment has been put on location in the appropriate Center, you will receive your Agency Locator Copy of the transmittal from the State Records Branch, Archives and Records Management Division. You should then destroy the copy of the transmittal you saved.