

Transmittal Form Instructions

The Records Transmittal to the State Archives or State Records Center (Form ARM 70) must be completed by the agency. The appropriate Archives and Records Management Division (ARM) staff will review the transmittal upon receipt. Complete the following on the transmittal form:

(1) Agency Use - To

- Check whether these records will be **stored at the State Records Center** (non-permanent and permanent non-archival) or **archived at the State Archives Center** (outlined in the retention schedule disposition instructions).
- If **archived at the State Archives Center**, the Agency Head must sign the acknowledgement.

(2) Agency Use - From

- **Cabinet/Local Jurisdiction:** Select your agency's cabinet from the dropdown or enter your agency's local jurisdiction.
- **Department/Local Government Office:** Name of department or local government office which falls under the entity listed above.
- **Division/Office:** Name of division which falls under entity listed above.
- **Branch/Unit:** Name of branch or unit which falls under the entity listed above.
- **Records Officer Signature and Date:** The Records Officer must sign and date the form.

(3) Agency Use

- **Accounting Template:** If applicable, provide the accounting template that will be billed for storage.
- **Retention Schedule Date:** The month and year the current Records Retention Schedule for your agency was approved by the State Libraries, Archives, and Records Commission. This information can be found on the signature page, which accompanies each records retention schedule.
- **Destruction Date:** The day, month, and year the shipment of records is eligible for destruction. If the records are permanent, type "None" or "N/A." To determine the destruction date, use the retention period from the appropriate Records 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 transferred record is five years and the latest date of the records is 2024, the destruction date will be January 2030.
- **Total Containers:** The total number of boxes, rolls, books, bundles, or other in this transmittal (i.e. shipment).
- **Permanent:** Indicate whether these records have permanent retention, as identified in the appropriate Records Retention Schedule.

(4) Agency Use

- **Indicate whether access to the transferred records is restricted.** If "Yes" is marked, provide the appropriate legal citation(s).

(5) and (6) ARM Use

- For ARM staff to complete.

(7) Agency Use - 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 **identify 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. Each box must be listed on its own line.
- Note: Please ensure boxes sent to the State Records Center are the appropriate, required box.

(8) Agency Use – Series Number as on Schedule

- **Enter the series number** from the appropriate Records Retention Schedule for the records you are transferring. Only one series per transmittal is acceptable. The series number need only be recorded one time per page.

(9) Agency Use – Title of Records

- The title of the record exactly as shown in the appropriate Records Retention Schedule. The title of the record need only be recorded one time per page. You **should enter a brief description of the contents of each container**, such as the name or number of the first and last file.

(10) Agency Use – Date Span of Records in Each Container

- **Enter the inclusive dates (oldest and most recent) of the records in each container**. If the date span is the same for the entire shipment, you need only enter one time per page. If multiple date spans are being transferred, enter date spans per container.

After completing the transmittal, retain a copy. The agency's Records Officer should forward a copy of the transmittal to state.records@ky.gov. Once reviewed, the Records Officer will receive information regarding how to schedule delivery or pickup of the records being transferred.

After the shipment has been shelved in the appropriate Center, the Records Officer will receive the Agency Locator Copy of the transmittal, which will contain the location information of the records. You should then destroy the initial copy of the transmittal you saved and retain the Agency Locator Copy per series M0033, Records Transmittal File – Permanent Records, or series M0034, Records Transmittal File – Non-Permanent Records, on the General Schedule for State Agencies or series L4967, Department for Libraries and Archives Records File, on the General Schedule for Local Agencies.