

Records Transmittal to State Archives Center or State Records Center

Kentucky Department for Libraries and Archives, Archives and Records Management Division
300 Coffee Tree Road, P. O. Box 537, Frankfort Kentucky 40602

Cabinet/Local Jurisdiction _____

Department/Local Government Office _____

Division _____

Branch/Unit _____

Retention Schedule Date _____

Total Containers _____

Permanent? Yes No

Destruction Date _____
(Month, Year)

ARM USE ONLY	
Accession No. _____	RG. No. _____
Compiler _____	Date _____
Shelver _____	Vol. _____
Reviewer/Date _____	Retention _____
L _____ DC _____ I _____ DR _____	Destroyed _____ DD _____

ARM USE	FOR AGENCY USE			
LOCATION IN CENTER	BOX <input type="checkbox"/> ROLL <input type="checkbox"/> BOOK <input type="checkbox"/> BUNDLE <input type="checkbox"/> OTHER <input type="checkbox"/>	SERIES NUMBER AS ON SCHEDULE	TITLE OF RECORDS, EXACTLY AS LISTED ON THE RECORDS RETENTION SCHEDULE	DATE SPAN OF RECORDS IN EACH CONTAINER

IS ACCESS TO THESE RECORDS RESTRICTED? Yes No IF YES, CITE AUTHORITY

* By transferring permanent records to the State Archives Center, an agency acknowledges that records are not needed for current business use.
By transferring permanent records to the State Records Center, an agency acknowledges that records are needed for current business use.

Agency Records Officer/Signature _____ Date _____

Records Officer should send completed form, as an attachment, to state.records@ky.gov. Save until you receive your locator copy.

Records Transmittal to State Archives Center or State Records Center (Continuation Sheet)

ARM USE ONLY	Accession No.
--------------	---------------

Cabinet/Local Jurisdiction

Department/Local Government Office

Division

Branch/Unit

ARM USE	FOR AGENCY USE			
LOCATION IN CENTER	BOX <input type="checkbox"/> ROLL <input type="checkbox"/> BOOK <input type="checkbox"/> BUNDLE <input type="checkbox"/> OTHER <input type="checkbox"/>	SERIES NUMBER AS ON SCHEDULE	TITLE OF RECORDS, EXACTLY AS LISTED ON THE RECORDS RETENTION SCHEDULE	DATE SPAN OF RECORDS IN EACH CONTAINER

Records Transmittal to State Archives Center or State Records Center (Continuation Sheet)

ARM USE ONLY	Accession No.
--------------	---------------

Cabinet/Local Jurisdiction

Department/Local Government Office

Division

Branch/Unit

ARM USE	FOR AGENCY USE			
LOCATION IN CENTER	BOX <input type="checkbox"/> ROLL <input type="checkbox"/> BOOK <input type="checkbox"/> BUNDLE <input type="checkbox"/> OTHER <input type="checkbox"/>	SERIES NUMBER AS ON SCHEDULE	TITLE OF RECORDS, EXACTLY AS LISTED ON THE RECORDS RETENTION SCHEDULE	DATE SPAN OF RECORDS IN EACH CONTAINER

Records Transmittal to State Archives Center or State Records Center (Continuation Sheet)

ARM USE ONLY	Accession No.
--------------	---------------

Cabinet/Local Jurisdiction

Department/Local Government Office

Division

Branch/Unit

ARM USE	FOR AGENCY USE			
LOCATION IN CENTER	BOX <input type="checkbox"/> ROLL <input type="checkbox"/> BOOK <input type="checkbox"/> BUNDLE <input type="checkbox"/> OTHER <input type="checkbox"/>	SERIES NUMBER AS ON SCHEDULE	TITLE OF RECORDS, EXACTLY AS LISTED ON THE RECORDS RETENTION SCHEDULE	DATE SPAN OF RECORDS IN EACH CONTAINER

Records Transmittal to State Archives Center or State Records Center (Continuation Sheet)

ARM USE ONLY	Accession No.
--------------	---------------

Cabinet/Local Jurisdiction

Department/Local Government Office

Division

Branch/Unit

ARM USE	FOR AGENCY USE			
LOCATION IN CENTER	BOX <input type="checkbox"/> ROLL <input type="checkbox"/> BOOK <input type="checkbox"/> BUNDLE <input type="checkbox"/> OTHER <input type="checkbox"/>	SERIES NUMBER AS ON SCHEDULE	TITLE OF RECORDS, EXACTLY AS LISTED ON THE RECORDS RETENTION SCHEDULE	DATE SPAN OF RECORDS IN EACH CONTAINER

Records Transmittal to State Archives Center or State Records Center (Continuation Sheet)

ARM USE ONLY	Accession No.
--------------	---------------

Cabinet/Local Jurisdiction

Department/Local Government Office

Division

Branch/Unit

ARM USE	FOR AGENCY USE			
LOCATION IN CENTER	BOX <input type="checkbox"/> ROLL <input type="checkbox"/> BOOK <input type="checkbox"/> BUNDLE <input type="checkbox"/> OTHER <input type="checkbox"/>	SERIES NUMBER AS ON SCHEDULE	TITLE OF RECORDS, EXACTLY AS LISTED ON THE RECORDS RETENTION SCHEDULE	DATE SPAN OF RECORDS IN EACH CONTAINER

Records Transmittal to State Archives Center or State Records Center (Continuation Sheet)

ARM USE ONLY	Accession No.
--------------	---------------

Cabinet/Local Jurisdiction

Department/Local Government Office

Division

Branch/Unit

ARM USE	FOR AGENCY USE			
LOCATION IN CENTER	BOX <input type="checkbox"/> ROLL <input type="checkbox"/> BOOK <input type="checkbox"/> BUNDLE <input type="checkbox"/> OTHER <input type="checkbox"/>	SERIES NUMBER AS ON SCHEDULE	TITLE OF RECORDS, EXACTLY AS LISTED ON THE RECORDS RETENTION SCHEDULE	DATE SPAN OF RECORDS IN EACH CONTAINER

Records Transmittal to State Archives Center or State Records Center (Continuation Sheet)

ARM USE ONLY	Accession No.
--------------	---------------

Cabinet/Local Jurisdiction

Department/Local Government Office

Division

Branch/Unit

ARM USE	FOR AGENCY USE			
LOCATION IN CENTER	BOX <input type="checkbox"/> ROLL <input type="checkbox"/> BOOK <input type="checkbox"/> BUNDLE <input type="checkbox"/> OTHER <input type="checkbox"/>	SERIES NUMBER AS ON SCHEDULE	TITLE OF RECORDS, EXACTLY AS LISTED ON THE RECORDS RETENTION SCHEDULE	DATE SPAN OF RECORDS IN EACH CONTAINER

Records Transmittal to State Archives Center or State Records Center (Continuation Sheet)

ARM USE ONLY	Accession No.
--------------	---------------

Cabinet/Local Jurisdiction

Department/Local Government Office

Division

Branch/Unit

ARM USE	FOR AGENCY USE			
LOCATION IN CENTER	BOX <input type="checkbox"/> ROLL <input type="checkbox"/> BOOK <input type="checkbox"/> BUNDLE <input type="checkbox"/> OTHER <input type="checkbox"/>	SERIES NUMBER AS ON SCHEDULE	TITLE OF RECORDS, EXACTLY AS LISTED ON THE RECORDS RETENTION SCHEDULE	DATE SPAN OF RECORDS IN EACH CONTAINER

Records Transmittal to State Archives Center or State Records Center (Continuation Sheet)

ARM USE ONLY	Accession No.
--------------	---------------

Cabinet/Local Jurisdiction

Department/Local Government Office

Division

Branch/Unit

ARM USE	FOR AGENCY USE			
LOCATION IN CENTER	BOX <input type="checkbox"/> ROLL <input type="checkbox"/> BOOK <input type="checkbox"/> BUNDLE <input type="checkbox"/> OTHER <input type="checkbox"/>	SERIES NUMBER AS ON SCHEDULE	TITLE OF RECORDS, EXACTLY AS LISTED ON THE RECORDS RETENTION SCHEDULE	DATE SPAN OF RECORDS IN EACH CONTAINER