

# ATHENS COUNTY RECORDS CENTER – TRANSFER OF DOCUMENTS FORM

Department / Office Use:

**Please Note:** A detailed inventory list must be included inside each box being transferred. A complete list of all records being transferred must be included with the transfer form at the time of the delivery. Records Center responsibility does not include page-by-page accountability for files, books, etc. accessioned.

Department / Office:

Contact Person:

Records Open to the Public:      Yes      No

Any Restrictions:

**COMPLETE THE FOLLOWING QUESTIONS BASED ON THE DEPARTMENT'S RETENTION SCHEDULE**

Records Series / Title:

Retention Period:

Media (ie. Books, files, video, etc.) *Only one media per transfer form:*

RRS Number:

Year:

Box:

of

Note:

Date Ready for Transfer:

Destruction Date:

Signature:

Date:

***THE RECORDS CENTER RESERVES THE RIGHT TO TURN AWAY RECORDS NOT HOUSED IN THE APPROPRIATE RECORD CENTER BOXES (#801) OR IF THE INVENTORY LIST IS NOT INCLUDED WITH THE TRANSFER FORM***

Below for Records Center Use Only:

**FORM A-2**
