

RECORDS TRANSFER SHEET

Instructions

- Agency completes boxes **7 through 17** and page no. **only**
- Transfer to State Records Center only records covered by the appropriate **Application for Authority to Dispose of State Records**, approved by the State Records Commission, prior to transfer.
- "Title of Records" on **Records Transfer Sheet** and on **Application for Authority to Dispose of State Records** must be identical.
- A separate **Records Transfer Sheet** must be submitted for each "Item Number" found on the **Application for Authority to Dispose of State Records**.
- Fill out and email the **Records Transfer Sheet** to staterrecordscenter@ilsos.net prior to sending the boxed records to the State Records Center. A signed copy will be returned after Records Center identification numbers are entered.

GRAY SECTIONS FOR RECORDS CENTER USE ONLY		
1. Date Received Mo. / Day / Yr.	2. No. Boxes Received	3. Received by
4. Disposal Date	5. Retention Period	6. Lot No.

7. Agency	8. Division	9. Date
10. Department	11. Individual to contact	12. Phone
13. Email	14. Schedule No.	15. Item No.

16. Agency Box No.	17. Title and Date of Records	18. Sequential No.	19. Records Center Box No.

I hereby transfer the records listed on this form to the State Records Center. I understand and agree that 15 days prior to the disposal date this agency will receive a Notice to Dispose of Records. If our agency does not make arrangements to reclaim these records within 30 days following the disposal date, the records will be disposed of by the Records Center staff.

Name of Submitting Records Officer

Title