

Instructions

1. Check all files and media for viruses and other malware before transferring. Prepare physical media (e.g., hard drives, CDs/DVDs) for transfer by ensuring they are clearly labeled and packed securely. Number and label boxes as appropriate.
2. Contact State Archives Department staff about choosing an appropriate transfer method. Most frequently, agencies choose to transfer records on physical media (e.g., hard drives, CDs/DVDs), but other options are available. Be sure to retain an on-site copy for 60 days after transfer as a backup should the transfer fail.
3. Records transferred to the State Archives of the Minnesota Historical Society become property of the Minnesota Historical Society and cannot be withdrawn from the Archives except in special circumstances. It is distinctly understood that the purpose and intention of this transfer--and any future additions made to it--is to grant all such rights, title, and interest (for example, property rights and copyrights) possessed in these materials to the Society. The State Archives may use its discretion to dispose of material inappropriate for the collection, unless otherwise specified by the transferring agency. Records are available for use in the Society's Library at 345 Kellogg Boulevard West, St. Paul, Minnesota 55102-1906 (Telephone 651-259-3260; Fax 651-296-9961).
4. Complete the form as directed, providing as much information as possible. For additional space, use continuation pages. Send the original form along with the records to the State Archives and retain a copy for your records.

Section One: Agency Information

Agency Name:

Division/Section:

Street Address:

City/State/Zip:

Name and Title of Person Transferring Records:

Telephone:

Signature:

Date:

Section Two: Transfer Information

1. Are the records being transferred per a Records Retention Schedule? If so, what is the Records Retention Schedule Number?
2. Does the transfer have an assigned retention period? If so, what is it?
3. Does the transfer include encrypted, compressed/zipped, digitally signed files, confidential/protected information, or copyright concerns? If so, please describe:
4. Do copies of these records exist in another format (e.g., paper, microfilm)? If so, where are they stored?
5. Do you have additional information to provide about these files (e.g., specialized software used to work with files)? If so, please attach to this form.

Section Three: Records Inventory

Please provide as much information as possible about the media (e.g., hard drives, CDs/DVDs) that are being used to transfer records, as well as information about the files themselves (e.g., record series name, description of content, inclusive dates). Attach other reports or inventories as appropriate.

Description of Media	Description of Records	Number of Files	Total Size of Files	File Formats Present
1 DVD	<i>Images and documents developed for project X, 2013-2015.</i>	42	734 MB	JPG, DOCX, TIF, PDF
1-TB orange and silver hard drive, labeled #111285	<i>Director's Correspondence, 2014. Weeded and redacted.</i>	322	29.5 GB	MBOX, PDF