

Read these instructions before submitting the "MICROFILM TRANSFER REQUEST" form to the Records Storage Center (RSC). To store microfilm master negatives in the RSC, agency records must: appear on an approved Records Retention Schedule; be scheduled for a minimum of 5 year storage; be properly identified and documented for transfer and reference. Questions concerning transfer, criteria, or storage should be directed to the Supervisor, RSC at 609.530.3221.

- Items 1 – 2**      **Agency Number & Schedule Number** - *Leave blank, for RSC use only.*
- Item 3**            **Record Series Number** – The number that corresponds to the record series number as found on the records retention schedule. Use a separate form for each record series.
- Item 4**            **Record Series Title** – Indicate title exactly as it appears on the approved records retention schedule.
- Item 5**            **Date Completed** – The date the form is being completed for submission.
- Items 6 - 11**      **Department Information** - Enter department, division, and bureau names; contact person; title; and telephone number.
- Items 12 - 14**    **Street Address, City & Zip Code** – Enter your address.
- Item 15 - 16**    **Disposition and Microfilm Vault Location** – *Leave blank, for RSC use only.*
- Item 17**           **Reel Number** – The number assigned to each microfilm reel being transferred.
- Item 18**           **Description of Reel Contents** –Include the month and range, year and record type. This description must be detailed to facilitate referencing.
- Items 19 - 22**    **Received By, Title, Date Received, and Remarks** – *Footer only, leave blank, for RSC use only.*