

 <p>DHR GEORGIA DEPARTMENT OF HUMAN RESOURCES</p>	<p>Department of Human Resources Online Directives Information System</p>	<p>Index: Revised: Review:</p>	<p>MAN1410A 01/01/2007 02/01/2011</p>
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**MANUAL
INSTRUCTIONS FOR TRANSFERS TO STATE RECORDS CENTER**

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Attachments:

[DAH form RAS050593, "Authorization for Records Transfer and Receipt"](#) (2 pages)

1. Introduction

The State Records Center is a facility operated and maintained by the Secretary of State's [Division of Archives and History](#) (DAH). The DAH generates the procedures and forms related to the transfer, storage, retrieval, and destruction of records that are sent to the Center.

This manual serves as a guide to DHR employees in their interactions with the DAH regarding the State Records Center. The Center is located at:

Building 15
1050 Murphy Avenue
Atlanta, GA 30334-9002

Manager: Robert Williams
Contact Person: Deborah Robinson
Phone Number: (404) 756-4860

2. What to Transfer

The DAH will accept records only under the provisions of an approved record retention schedule. See [PRO1410](#), A4. "[Records Series/Retention Schedules.](#)" for a description and other information concerning retention schedules. In order to transfer records to the Records Center, the approved retention schedule must state that records are to be sent there at a specified time.

3. When to Transfer

The retention schedule specifies a cut-off date (such as the end of the calendar year), how long the records are to be kept on-site, and if and where they are to be stored off-site. The Records Center will not accept records before the specified time or within six months of the specified destruction date.

4. How to Transfer

These procedures are followed in most of the situations that you encounter. If you have special circumstances, please contact your Records Coordinator for assistance.

4.1. Preparing and packing boxes

Most of the records that are sent to the Records Center are sent in "Standard Records Center boxes." These are cardboard boxes that are 12"x15"x10." The [DAH web site](#) contains detailed instructions for preparing and packing the boxes. For questions not covered on the web site, contact your Records Coordinator.

4.2. Obtaining box labels

The information concerning the location of the box at the Records Center is contained on a label which is affixed to each box before it is sent to them. Records Center staff generates these labels when they receive a completed "Authorization for Records Transfer and Receipt" form. See attached for a sample, and use the form posted on the [Archives website](#).

The record series custodian obtains and completes this form. Detailed instructions for completion are found on the [DAH web site](#). Specific questions are referred to the Records Coordinator. Note that an approved retention schedule must be in place prior to completion of this form.

When the custodian has completed the form, he/she sends to the DHR Records Management Office (RMO), who checks it and signs it and forwards it to the DAH. DAH staff assigns an

accession number and a location number for each box. These numbers are typed onto a label that is sent back to the custodian who affixes the labels to each box. This process takes from 4 to 6 weeks.

4.3. Transport of boxes

After the labels have been affixed, and the custodian has followed all of the instructions for transfers that are found on the [DAH web site](#), the boxes are ready for transfer to the Records Center. The actual shipment is the responsibility of the originating unit. The Records Center staff asks that the custodian call the Records Center prior to transfer to obtain any special instructions about the delivery.

For those units housed at 2 Peachtree, the Georgia Building Authority (GBA) will transport record boxes. In order to obtain this service from GBA, the custodian contacts her/his GBA Coordinator. A work request is completed and the times for delivery can be coordinated between GBA and the Records Center.

5. After the Transfer is Complete

Approximately two weeks after the Records Center receives the boxes, they send a copy of the completed "[Authorization for Records Transfer and Receipt](#)" form back through the RMO to the custodian. Both the RMO and the custodian keeps the copy of this form and its attachments at least until the records are destroyed.

6. Access to Stored Records

The DHR custodian remains the custodian of the records when they are transferred to the Records Center, therefore, the custodian continues to control access to the information contained within the records. When someone needs to see a record that has been stored at the Records Center, they must contact the custodian of the series who holds the "[Authorization for Records Transfer and Receipt](#)" form. If access is granted, the custodian completes the DAH "Reference Request Form." This form may be obtained either from the Records Center ([DAH website](#)) or your Records Coordinator.

7. Destruction of Stored Records

All records that are sent to the Records Center have a destruction date assigned. Near the time of that date, the Records Coordinator will receive a "Notice of Records Destruction" form that is completed prior to the records being destroyed. The form is sent from the Records Center through the RMO to the Records Coordinator. The Coordinator may wish to get the signature of the custodian if there is doubt about the future need for the records. Otherwise, the Coordinator signs and dates the form, indicating that the records may be destroyed as scheduled. The RMO signs and dates the form and it is sent back to the Records Center.

After the records are destroyed, the form is completed by the Records Center staff and a copy is sent back to DHR. Both the RMO and the custodian keep the form as long as it is needed to document the destruction of the records.

AUTHORIZATION FOR RECORDS TRANSFER & RECEIPT

Office of Secretary of State/Department of Archives & History
330 Capitol Avenue SE, Atlanta, GA, 30334

1. Agency Code:		Accession Number*	
2. Account Number:			
3. Records Retention Schedule No.:		RG-SG- Series*	
4. Approval Date:			
5. Records Series Title:			
6. File Years:		8. Transfer Records to : <input type="checkbox"/> Archives (For Continuing Retention)	
7. Cite Specific Law(s), if any that state(s) this series is confidential:		<input type="checkbox"/> State Records Center (SCR)	
APPROVED DISPOSITION INSTRUCTIONS			
9. Cut Off:		10. Calculate Transfer / Disposition Date	
<input type="checkbox"/>	Calendar Yr. (CY)	Cut Off Date: _____	
<input type="checkbox"/>	Fiscal Yr. (FY)	Hold in: Current Files Area + _____	
<input type="checkbox"/>	Quarterly (QT)	Local Holding Area + _____	
<input type="checkbox"/>	Semi-Annual (SA)	Transfer to Archives / SRC: SRC = _____	
<input type="checkbox"/>	Monthly (MO)	Hold Time: + _____	
Other:		Eligible Disposition Date: = _____	
		Send to Archives _____ Destroy _____ Other _____	
11. Other Disposition Instructions:			
The agency named herein certifies this information is true and accurate and requests transfer of these records under the authorized Records Retention Schedule. The undersigned official certifies that he/she is duly authorized to act on the agency named herein with respect to the transfer of these records.			
12. Transferring Agency RMO: (Signature & Date Sent)			
13. Transferring Site		14. Transferring Records Custodian	
Agency:		Office Supervisor:	
Division:		Contact Person: _____	
Office:		Telephone Number: _____	
Rm/Bldg:		FAX Number: _____	
County:		Date Transmittal Prepared:	
15. Unit Format	Units Received*	Received by:(Signature & Date Received)*	

**AUTHORIZATION FOR RECORDS TRANSFER & RECEIPT
(CONTINUATION SHEET)**

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16. Records Series Title		Accession Number*
17. Unit Number	Location Number*	18. List Contents and Dates Below

RAS050593-2

Items followed by an asterisk() on this form are to be completed by Archives/SRC staff only.

** This form supersedes Form AR-48-71 (Rev. 78) and all previous versions.

[BACK TO POL1410](#)

[MAN1410B](#)