



Council of State Archivists

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Forms Used by State Archives and Records Management Programs

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NOTE: We have just begun compiling this page. If your state archives or records program has a fee schedule posted on the Internet, please send information about the link to [Vicki Walch](#), NFACE Project Coordinator.

Florida

Publications & Forms for Records Managers

<http://dlis.dos.state.fl.us/recordsmgmt/publications.cfm>

Records Storage Transmittal Forms

<http://dlis.dos.state.fl.us/barm/barmforms.html>

- Records Retention Schedule
- Records Disposition Document
- Transmittal and Receipt for Records Storage
- Request for Reference Service
- Request for Return of Reference Service Work
- Records Storage Box Labels
- Request for Non-SRC Records Disposal - Request for Non-SRC Destruction and Non-SRC Destruction Box Label
- Records Inventory Worksheet
- Transmittal/Receipt Transfer of Public Records to the Florida State Archives

Publications and Forms for State Archives

<http://dlis.dos.state.fl.us/barm/pubforms.html>

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- Form 105 - Records Retention Schedule (WORD Version) (ACROBAT Version)
Records Disposition Document (WORD Version)
- Form 201 & 202 - Transmittal and Receipt for Records Storage (WORD Version)
(ACROBAT Version)
- Form 203 - Request for Reference Service (WORD Version) (ACROBAT Version)
- Form 206 - Request for Return of Reference Service Work (WORD Version) (ACROBAT Version)
- Form 807 - Transmittal/Receipt Transfer of Public Records to the Florida State Archives
(WORD Version) (ACROBAT Version)
- Records Storage Box Labels (2 per page or 3 per page) Instructions for preparing boxes for transfer
- Request for Non-SRC Records Disposal - NonSRC Request Form and NonSRC Label
- Records Inventory Worksheet (WORD Version) (ACROBAT Version)

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	Deed of Gift (WORD Version) (ACROBAT Version)
Illinois	<ul style="list-style-type: none"> ● State Records Disposal Certificate http://www.cyberdriveillinois.com/departments/archives/records_management/srmdisp.html ● State Records Center Transfer Sheet http://www.cyberdriveillinois.com/departments/archives/records_management/srcrans.html#transfer ● State Records Transfer Sheet http://www.cyberdriveillinois.com/departments/archives/records_management/srectran.html ● State Records Security Microfilm Transfer Sheet http://www.cyberdriveillinois.com/departments/archives/records_management/smictran.html ● Local Records Disposal Certificate http://www.cyberdriveillinois.com/departments/archives/records_management/lrmdisp.html
Louisiana	<p>Record Transmittal and Receipt Form http://www.sec.state.la.us/archives/records/F-AR103.PDF</p> <p>Request for Authority to Dispose of Records http://www.sec.state.la.us/archives/records/F-AR930.PDF</p>
Massachusetts	<p>State Agency Forms http://www.sec.state.ma.us/arc/arcrmu/rmurds/rdssaf.htm</p> <ul style="list-style-type: none"> ● RCB-1E: Application for Systems Information Management Plan. ● RCB-2: Application for Destruction Permission. ● RCB-2T: Application for Transfer Permission ● RCB-4: Records Liaison Officer Designation
Michigan	<p>Records Forms for Local Government Offices http://www.michigan.gov/hal/0,1607,7-160-17445_19273_21738-113205--,00.html</p> <ul style="list-style-type: none"> ● Record Series Inventory (HAL 507) ● Electronic Records Series Inventory (HAL 270) ● Local Government Records Retention and Disposal Schedule (MH-43) ● Local Government Certificate of Records Disposal (MH-38) ● State Archives of Michigan Direct Records Transmittal (MH-85) ● State Records Center Records Transfer Request (HAL 2112)
Minnesota	<p>Application for the Disposal of (PR-1) and Transfer of Records http://www.mnhs.org/preserve/records/recser.html#forms</p>
North Carolina	<p>Government Records Branch Forms http://www.ah.dcr.state.nc.us/records/forms.htm</p>
South Carolina	<p>Record Center Transmittal form http://www.state.sc.us/scdah/techlfit.htm#forms</p>
Utah	<p>Online Forms http://archives.utah.gov/recmanag/formsonline.htm</p>
Virginia	<p>Online records management forms http://www.lva.lib.va.us/whatwedo/records/forms/index.htm</p>