



## INSTRUCTIONS FOR COMPLETING THE TRANSFER OF INACTIVE PERMANENT RECORDS TO ELECTRONIC FORMAT

1. Enter the Records Series Title from the Applicable Records Retention Schedule (SD, GR, EL, TX or PS).
2. Item Number from the Applicable Records Retention Schedule (SD, GR, EL, TX or PS).
3. Enter the beginning and ending dates of the records.
4. The person authorizing the transfer and disposal of the records must sign.
5. Enter the Title of Filebound Project records are loaded in for retention.
6. Enter the estimated volume: number of pages, number and size of file boxes, or in cubic feet (Length x Width x Height = CFT).
7. Enter the actual date on which the records are disposed of.

**\*\* REMINDER: ALL CONFIDENTIAL RECORDS MUST BE SHREDDED!!**

8. Forward the form to the Records Management Office for retention.

If you have any questions concerning the transfer or disposition of records, contact Records Management at (903) 262-3073 or 262-3148.