

STATE OF ALASKA
 DEPARTMENT OF EDUCATION & EARLY DEVELOPMENT
 ALASKA STATE ARCHIVES/RECORDS &
 INFORMATION MANAGEMENT SERVICE (ASA/RIMS)
 P.O. BOX 110525
 141 WILLOUGHBY AVENUE
 JUNEAU, ALASKA 99811-0525
 T: (907) 465-2317/2275
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For RIMS Use Only	
RTL No.	No. of Boxes/Reels
Page 1 of	Date

RECORDS TRANSFER LIST

1. Department	2. Dept. No.	3. Division	4. Agency Name	5. Agency ID No.
6. Location of Records (Street Address)			7. Mailing Address	
8. Records Officer	9. Contact Person	10. Contact Person Email	11. Contact Person Phone No.	

Note: Access to records is restricted to authorized personnel in the above named Division.

	12. RRDS No.	13. Item No.	14. Records Series Title (Use the same records series title as on the records retention and disposition schedule)	15. Inclusive Dates	16. Disposition Date	17. Agency Box/Reel No.	18. Records Center Barcode No.
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No.	Section	Remarks	Example
1	Department	Enter your department's name	Natural Resources
2	Dept. No.	Enter your departmental I.D. number	10
3	Division	Enter your division's name	Division of Agriculture
4	Agency Name	Enter your agency's name	Agriculture
5	Agency ID No.	Enter your agency's I.D. number	322
6	Location of Records	Enter the physical address where the records are being held.	
7	Mailing Address	Enter the mailing address of your agency.	
8	Records Officer	Leave this blank. The records officer should type in their name after they review the RTL.	
9	Contact Person	Enter the name and title of the person who is handling the records transfer and filling out this form.	
10	Contact Person Email	Enter the email address of the contact person.	
11	Contact Person Phone No.	Enter the phone number of the contact person.	
12	RRDS No.	Enter the applicable records retention and disposition schedule (RRDS) number.	10-322.1
13	Item No.	Enter the applicable item number from the referenced RRDS.	005
14	Record Series Title	This should match the series title in the referenced in section 13.	Agricultural Land Disposals
15	Inclusive Dates	Enter the inclusive dates covering all the records in that series due to be transferred.	07/2010 – 06/2011
16	Disposition Date	Enter the date that the records are eligible for disposition. This is calculated by taking the end date from section 15 and adding the retention period stated within the RRDS for that particular record series. The date must be either January 1 st or July 1 st (round up to the next of these). See the RTL Disposition Date Calculator online.	If files date from 07/2010 – 06/2011 and have a retention period of C+6, the disposition date will be 7/1/2016.
17	Agency Box/Reel No.	Enter any box or reel number (if microfilm) that your agency uses to identify the records being transferred. This is optional.	
18	Records Center Barcode No.	Enter the barcode number that the appropriate records center has given you for that box (unless transferring microform to the RIMS).	