



County of Fairfax, Virginia

Archives and Records Management Branch

Record Transfer Form Instructions

- 1) Date you filled out the form
- 2) Accession number will be assigned after transfer form is sent to Archives & Records Management
- 3) Enter the total number of boxes to be transferred. Limit box number to 50 or less, unless special arrangements have been made in advance with Archives & Records.
Be sure to indicate the total number of boxes for each type of box.
- 4) List the Agency name sending in the records (DO NOT USE ABBREVIATIONS)
- 5) List the address of the agency or department
- 6) List the person or contact responsible for sending in the records
- 7) Have the agency director or designee sign and date the form
- 8) Cite any restrictions, if any, that are imposed by Code or other means that limit public access to these records
- 9) List box numbers contained in the transfer. This can be individually, or together for the same accession. Example: 1, 2, 3, 4 or 1-4
- 10) State what the records series is and DO NOT USE ACRONYMS
Example: Director's Correspondence (not DC)
- 11) List the last date of the records in the transfer. This is required so the disposal date can be determined.
- 12) List the destruction date based upon the State retention and disposition schedules for localities. These can be found at the Library of Virginia's website:
http://www.lva.virginia.gov/agencies/records/sched_local/index.htm

If you have any questions, call **Archives**: 703-658-3875

- Once the form is complete, fax: 703-653-9513 or email to Archives & Records Management. Preprinted labels will be sent to you. Place label on the bottom right corner below the hand hole.
- Once the labels are on the boxes, call **Archives** 703-658-3875 to make arrangements for pick up.

