

RECORDS TRANSFER RECEIPT: SAMPLE

Accession Number: S2013-09

Date Transferred May 5, 2013

Transferring Agency: Montana Dept. of Environmental Quality, Industrial and Energy Minerals Bureau, Open-cut Mining Program

Record Series Title: Montana Dept. of Environmental Quality, Industrial and Energy Minerals Bureau records

Inclusive Dates: 1978-1997

Quantity: 3 linear feet

Brief Description (including any restrictions):

These records consist of the Open-cut Mining Program's permit files, including correspondence, reports, miscellany, and photographic prints and slides.

NO RESTRICTIONS.

Joyce Wittenberg, Dept. of Environmental Quality

Date

Jeff Malcomson, Government Records Archivist, MHS

Date

The Montana State Archives is the legal repository for non-current state records having permanent or enduring value. Records transferred to the Montana State Archives are subject to review and selection by the Archives staff. Records transferred to the State Archives are available to originating agencies whenever needed, with the understanding that they will be returned to the Archives within a reasonable period of time. Records are available to the public only at the Montana Historical Society, subject to restrictions of law and any restrictions listed above.

Help Sheet for Records Transfer Sheet

- 1) Accession Number: This is Historical Society's unique identifier for each collection. Agencies should refer to this when inquiring about records.
- 2) Transferring Agency: Include Agency Name, Division, Department, Program etc.
- 3) Record Series Title: Use series title that is listed on the retention schedule that is being used to destroy the records. Need to match.
- 4) Inclusive Dates: List beginning and end dates of records.
- 5) Quantity: Done by linear feet-one linear foot is the standard size for one Record Center Box.
- 6) Brief Description (**including any restrictions**) the description should include all record types in the transfer. Restrictions should be delineated. For instance "records contain social security numbers that will need to be redacted".
- 7) Sign and Date