



Archival Transfer Form for Texas State Agencies

State agencies are required to complete this form when records in an archival code "A" series have met retention and are ready for transfer to the State Archives. The State Archives will confirm that the records are archival before transfer is approved.

Before completing this form, review the guidance provided to state agencies for preparing records for transfer to the Texas State Archives: <https://www.tsl.texas.gov/arc/stateagency>

This form and an **Archival Transfer Inventory** of the records are required to be attached to an email sent to statearchives@tsl.texas.gov to initiate the transfer. Complete one form and inventory per series.

Agency Name		Office / Division	
Records Management Officer:	Name	Email	Phone number

Agency Item Number (AIN) and Record Series Item Number (RSIN)	
Series title	
Retention period	
Archival code	
Date range of records	
Records extent in cubic ft. or MB/GB (and number and formats of electronic files)	
Non-paper/text formats included: photographic or audiovisual material, motion picture film, physical electronic media (floppy disks, data tapes)	
Texas Public Information Act section(s) or other laws and statutes that apply	
Archives Note criteria (if applicable): How do records meet those criteria?	

TRANSFER OF CUSTODY AGREEMENT

This transfer of records is made under the provisions of Texas Government Code, Section 441.181. The records will become and remain the property of the State of Texas and will be stored, referenced, managed, and disposed of in accordance with applicable laws and regulations, the policies and procedures of the Texas State Library and Archives Commission, and the instructions of the State Archivist. The information provided in this form and the accompanying inventory is complete and correct.

Signature of Agency Official

Signature of TSLAC Official

Title

Date

Title

Date

Archives Use Only	Received By	Received Date	Total Extent	Accession Number
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