

QUICK REFERENCE GUIDE: TRANSFER APPLICATION

Introduction

This document provides guidance for Records Management Officers preparing an application to transfer records to the Municipal Records Center.

Requirements

All boxes listed on the transfer application must belong to an existing record series that is listed on the agency retention schedule.

Record series numbers, titles and retention periods can be found on the agency's records retention schedule. If you wish to apply to transfer records that do not fall under an existing record series, please contact your DORIS records liaison for guidance.

No items in the transfer request have permanent retention.

Records with permanent retention are not eligible for transfer to the Municipal Records Center.

No items in the transfer request are eligible for disposal.

If the records have already reached their retention period, complete a disposal application using the [Records Disposal Application Form](#).

Procedure

1. Pack the material for transfer.
 - a. Each box should contain only one record series.
 - b. Each box should weigh no more than 30 lbs.
2. Prepare the DORIS Records Transfer Form, giving a count of boxes for each record series you wish to transfer. List separate years in separate rows.

Example:

RECORD SERIES NUMBER	RECORD TITLE	INCLUSIVE DATES		VOLUME	REMARKS
		FROM	TO		
09999	Funded Proposals	1/1/10	12/31/10	17 boxes	
09999	Funded Proposals	1/1/11	12/31/11	9 boxes	
10101	Payment Vouchers	1/1/17	12/31/19	22 boxes	

3. Sign the bottom of the Records Transfer form and submit to DORISmrmmd@records.nyc.gov
4. The DORIS Records Management staff will review the transfer application and put it in the transfer queue. When DORIS is prepared to process the transfer, barcodes and a control sheet will be generated, and sent to the requesting agency.
5. Use the barcodes and control sheet provided by DORIS to correctly associate the boxes with the barcodes.

Detail of a completed control sheet:

PROJECT# 3/20/2018										
AGENCY CODE 126										
DIVISION CODE 03-000										
94 BOXES										
CI	ACCOUNTCODE	PERMFLAG	ITEMSTATUS	CODE	RECORDSERIES CODE	FROMDATE	TODATE	SEQUENCEBEGIN	SEQUENCEEND	DESCRIPTI
CI	126/03-000	NO	PENDING	103277907	08928	1/1/2016	12/31/2016	3 LEG	ACT	
CI	126/03-000	NO	PENDING	103277908	08928	1/1/2016	12/31/2016	AFA	AHLF	
CI	126/03-000	NO	PENDING	103277909	08928	1/1/2016	12/31/2016	AFOT	AF	
CI	126/03-000	NO	PENDING	103277910	08928	1/1/2016	12/31/2016	AMTI	AOPI	

6. Return the completed control sheet to DORIS Records Management at DORISmrmmd@records.nyc.gov.
7. After the completed control sheet is returned, DORIS Records Management will work with you to schedule the box pickup.

If you have questions about the transfer application procedure outlined above, or any other records matters, contact your records liaison directly, or the general Records Management mailbox at DORISmrmmd@records.nyc.gov.