

INSTRUCTIONS FOR COMPLETING ARCHIVAL TRANSFER LIST AND RECEIPT (FORM ARC-1)

Updated July 2012

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- This form must be used in order to transfer permanent agency, locality or organization records to the archives of the Library of Virginia.
 - Records transferred to the LVA Archives must be in acid-free boxes.
 - Forms must be submitted via email and approved by your LVA Records Analyst prior to transfer.
 - Once approved, the signed paper copy of the form must accompany the boxes at transfer.
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Please follow these steps to complete the ARC-1 Form:

1. Type the full name of the agency, locality or organization.
2. Type the name of the department and section (sub-department).
3. Type the name of agency/locality contact person.
4. Type the e-mail address of the contact person.
5. Type the telephone number of the contact person and the extension, if applicable.
6. Type the complete address for the location where the records will be picked up, to include room numbers.
7. Type the complete mailing address, unless it is the same as the pickup address.
8. Check box to indicate if there are any restrictions to the access or use of these records. If restricted, please explain the type of information to be restricted and provide the exact code citation authorizing the restriction.
9. Use this box for any notes or instructions not covered elsewhere.
10. Check the appropriate box(es) for media format(s).
11. Check box to indicate that the required folder list will be submitted electronically with the ARC-1 (Must use ARC-2 Form for folder lists. Do not use ARC-1 Form to list the contents of individual folders).
12. Type the agency's or locality's general or agency specific schedule number as it pertains to the records being transferred.
13. Type the record series number. (One series per sheet).
14. Type the record series title.
15. Type the agency box number. Please make sure that the boxes are physically labeled and numbered.
16. Type contents of box, beginning to end (e.g., Adams-Smith, # 001-199, etc.).
17. Type the date range of the box contents (e.g., 1990-2002).
18. Records Officer's printed name and signature.
19. Type the date records were authorized for transfer by agency.

Transfer Received By: For library use only

Date Received: For library use only