

INSTRUCTIONS FOR COMPLETING ARCHIVAL TRANSFER FOLDER LIST (FORM ARC-2)

Updated October 2011

- Number the boxes you wish to transfer on the outside of the box (either with a marker or on an affixed box label).
- Folders do not need to be physically labeled or numbered, but the contents and date range for each folder must be accounted for on this form in the order in which they reside in the box (front to back).
- Use one ARC-2 Form per series. A continuation sheet should be used for series folder lists that exceed one page.
- Submit the ARC-2 Form electronically with with Archival Transfer List and Receipt (ARC-1 Form) or with the signed original copy of the ARC-1 Form.

Please follow these steps to complete the ARC-2 Form:

1. Enter the full name of the agency, locality or organization.
2. Enter the name of the department and section (sub-department).
3. Enter the agency's or locality's general or agency specific schedule number as it pertains to the records being transferred.
4. Enter the record series number (one series per sheet).
5. Enter the record series title.
6. Enter the agency box number(s).
7. Enter the folder number(s), front to back of box.
8. Enter folder title or content description (e.g., A-F, Jones-Smith, # 001-199, etc.).
9. Enter date range of folder contents (e.g., 1995-2000).

Example:

3. Schedule Number		4. Series Number <small>One series per sheet</small>		5. Records Series Title
GS-101		012016		Correspondence/Subject Files: Agency Heads
6. Box Number	7. Folder Number	8. Folder Title/Contents		9. Date Range
1	1	A-D		2002-2004
	2	E-L		2002-2005
	3	M-R		2002-2003
2	1	S-U		2002-2004
	2	V-Z		2002-2006