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| **SOUTH DAKOTA****RECORDS TRANSMITTAL AND RECEIPT FORM****BOA State Records Management Program** **(Revised 06/2019)** | **State Records Management Center****104 South Garfield Avenue; Building E****Pierre, SD 57501****Telephone: (605) 773-3589****Fax: (605) 773-5955** | **OBTAINING REFERENCE SERVICE:** You may obtain reference services to your records by telephoning RM, by accessing RM's RM02 mainframe application, by E-Mailing request information to the global address BOA-RECMGT RETRIEVALS, by FAX or by written request. |
| **INSTRUCTIONS: Use this form to transfer records to the State Records Center for storage.** Obtain a copy of your Agency’s Records Retention and Destruction Manual by using the following link: <https://boa.sd.gov/central-services/records-management-stateretentionmanuals.aspx> Complete information and e-mail this form as a Microsoft Word attachment using the standard agency abbreviation and transmittal date as e-mail subject line, and send to the **global email address BOA-RECMGT FRONT DESK**.  |
| **To ensure your boxes are picked up on Wednesday, this form must be received by Records Management before 3:30 p.m. on Tuesday.** ***Records Management will arrange to have the boxes listed on this form picked up by Buildings and Grounds.*** Shaded areas on this form will be completed by Records Management. A completed copy will be e-mailed to the individual completing the form as your receipt. Please use this receipt when calling for reference service to the stored records.**\*\*PLEASE REMEMBER: BOXES MUST NOT EXCEED 40 POUNDS GROSS WEIGHT\*\*** |
| **Department/Division/ Office/Program:**       | **Rec Management Customer #:**  |
| **Building Name or Mailing Address:**       |
| **Transmittal Date:**  | **Your Name:**       | **Telephone Number:**   |
| **ARMS BOX #****(6 Digits)** | **RECORDS CENTER LOCATION COMPLETED BY RECORDS MANAGEMENT** | **ONLY USE RECORD SERIES NUMBER AND NAME AS LISTED IN THE RECORDS RETENTION AND DESTRUCTION SCHEDULE****(40 CHARACTERS)** | **R.D.B.****Authority Number:****(6 Digits)** | **CONTENTS****(LIMIT 10 CHARACTERS)** | **DISPOSAL DATE: 01/YYYY****OR****07/YYYY** |
| **ALPHABETIC OR NUMERIC** | **INCLUSIVE DATES** |
| **ROW** | **SHELF** | **BIN** | **FROM****(i.e. Anderson)** | **TO****(i.e. Smith)** | **FROM****(i.e. FY2013)** | **TO****(i.e. FY2014)** |
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|  | **RECORDS MANAGEMENT USE ONLY:** |
| **Entered by/Date:** | **Number of Boxes Received:** | **Records Center Operator:**  | **Date Stored:** |
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