

# Electronic Records Transfer Form



division of  
**Archives and  
Records Service**

346 S. Rio Grande St  
Salt Lake City, UT 84101  
(801) 531-3848  
[archives.utah.gov](http://archives.utah.gov)

- List one record series per transfer sheet
- Contact your records and information management (RIM) specialist for help at [recordsmanagement@utah.gov](mailto:recordsmanagement@utah.gov) or (801) 531-3863

Governmental Entity Name and Mailing Address

Series Number

Series Title

Cite Any Statutory Restrictions on Public Access

## About the Data

Estimated Size (volume and number of files)

Method of Transfer

- Hard Drive
- Other:

If Google data is being harvested, provide the email address and full name and title of the person(s) whose account is being captured:

Content Being Harvested by Archives

- Email
- Chat
- Google Drive

If only selected folders within an email account are being harvested, provide the full label path for each folder:

Inclusive Dates of Records

Are there any special instructions for handling, opening, or accessing the records being transferred?

## Signatures

Records Officer Name and Email

X

Records Officer

Archives Staff

Date Received



Entity Name  
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Series Number  
Page ____ of ____ pages

## Inventory of Records

Alternatively, include a file directory list in delimited electronic format (Excel, Google Sheets, CSV, TSV, etc.).

Folder or Record	Dates (Month/Year) or Range (Alpha-Numeric) of Contents		File Format(s)
	From:	To:	