

RECORDS TRANSFER LIST**State of Hawaii**

Dept. of Accounting & General Services
 Archives Division
 Iolani Palace Grounds
 Honolulu, HI 96813
 Ph: 548-2355

Instructions: Complete form in duplicate
 See reverse for detailed instructions

2. From (Name of Department)	3. Division and Branch	4. Schedule No.	5. No. of Boxes
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6. Restrictions on Use of Records Yes No If yes, attach copy of authority

	7. Agency Box No.	8. Description of Records in each box	9. Inclusive Dates

10. Records Officer (Signature)	Date	11. Records Custodian (Signature & Title)	Date
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12. Records Received by State Archivist Date

INSTRUCTIONS

1. Page 1 of _____ Enter total number of form pages
2. From (Name of Dept.) Your department
3. Division & Branch Your division and branch
4. Schedule No. Enter the General Records Schedule number of the Dept. Records Schedule, SA-1, with approval date (SA-1, dated 3/7/80)
5. No. of Boxes Enter total number of boxes. Use standard 1 cubic foot boxes (10x12x15 inches)
6. Restrictions Check appropriate box. If yes, cite law or regulation.
7. Agency Box No. Number each box sequentially
8. Description of Records List contents of each box (folder headings, titles of books, journals, scrapbooks, etc.)
9. Inclusive Dates Enter dates covered by records
10. Records Officer Signature of the Department/Agency Records Officer certifying the accuracy of the shipment/transfer of records and the date of signature
11. Records Custodian Signature of the person responsible for the records being shipped (Division Chief, Branch Chief, etc.)
12. Records Received Leave Blank

Note:

- All records transferred to the Hawaii State Archives (Iolani Palace Grounds) for permanent retention must be accompanied by two copies of the **Records Transfer List**, SA-6 form.
- If you need more space to describe your records, use the SA-6A continuation sheet.