



## INFORMATION

No microfilm will be accepted for transfer to the Illinois State Archives for security purposes unless accompanied by this **STATE RECORDS SECURITY MICROFILM TRANSFER SHEET** completed in triplicate. Any microfilm that arrives without the completed form will be returned to the agency from which it came. Unlabeled film boxes also will be returned.

Because of the legal importance of records maintained on security microfilm, the **STATE RECORDS SECURITY MICROFILM TRANSFER SHEET** requires that the records be documented in detail. This aids the transferring agency in giving a clear account of those records that have been placed on security microfilm and are available for use. It also assists the State Archives in servicing the records by supplying easier access to the microfilm being held for the agency.

## INSTRUCTIONS

**The transferring office must complete all unshaded portions of the form. The shaded portions will be completed by the State Archives.**

1. The name of the agency, department or division, and section or unit whose records have been microfilmed must be completed. The name, address and telephone number of the person to whom the receipt is to be sent also must be completed.
2. The total number of rolls being transferred must appear in the "Total Rolls Submitted This Date" box.
3. The appropriate State Records Commission application number authorizing the microfilming of the record series and the transfer of security microfilm to the State Archives must be listed.

If you do not have a copy of the appropriate State Records Commission Application for Authority to Dispose of State Records, please call the State Records Unit at 217-782-2647.

The official responsible for meeting the microfilm requirements of the State Records Commission must sign and complete the certification portion. The official's name and title must be printed or typed on the line below the signature.

4. The appropriate item number of the above-named application must appear in the space provided. Each roll of microfilm must be numbered and listed consecutively on the Transfer Sheet. List the title of the records as listed on the State Records Application. The records at the start and end of the roll also must be listed to aid in locating a particular item on the roll. This may consist of the volume and page number at the beginning and end of the roll, the inclusive letters of the alphabet or names, the inclusive dates of the records microfilmed, or other similar information. Enter N for negative microfilm rolls and P for positive use copies.

Application Item #	Roll ID No. (number each roll)	Title of Records	Start of Roll (date, page #, etc.)	End of Roll (date, page #, etc.)	NEG./ POS
4	89.1	Minutes of Local Roads Planning Meetings (Originals)	July 8, 1970	September 11, 1979	N
100.01	89.2	Director's Correspondence	1984	06/30/86	N
100.01	89.3	Director's Correspondence	07/01/88	1987	N
1	89.4	As-built Plans	1955 Adams	1955 Fayette	N

5. Acknowledgment for receipt of the microfilm will be completed by State Archives staff. A signed copy will be returned to the agency.

**The Illinois State Archives staff offers assistance to state agencies in completing this form. For assistance please call:**

**INVENTORY CONTROL SECTION  
217-782-4866**