



Transferring Historical Documents What do I need to do?

Step 1: Designate a State Agency Contact for the Arkansas State Archives

- The contact will serve as a liaison
- Oversee record transfer

Step 2: Arrange a time for the Archival Manager/State Historian to consult onsite

- The ASA will perform an assessment
- Select records for transfer

Step 3: Boxing the Materials

- Agency is responsible for boxing records
- If the agency cannot provide boxes the ASA can
- Provide an inventory of the contents at the front of each box

Step 4: Complete the Arkansas State Archives Records Transfer Form

Step 5: Records are ready for transfer

- Agency liaison will notify the ASA's Archival Manager at least five days in advance
- Archival Manager will make arrangement to pick up material
- Agency will complete Records Transfer Form

Step 6: The Arkansas State Archives takes possession