

The Commonwealth of Massachusetts

William Francis Galvin

Secretary of the Commonwealth

Records Conservation Board – Massachusetts Archives at Columbia Point

220 Morrissey Blvd., Boston, Massachusetts 02125-3384

Email: rcb@sec.state.ma.us

Website: www.sec.state.ma.us/arc/arcrmu/rmuidx.htm

Phone: 617-727-2816 Fax: 617-288-8429

FORM RCB-2T – APPLICATION FOR TRANSFER PERMISSION

1. Transfer Permission for: _____
Executive Office, Authority

Department, Agency *Division, Unit, etc.*

2. Total approximate volume of records proposed to be transferred (cubic feet, file drawers, boxes, etc.)

3. Location of records: _____

4. Indicate type of records(s) being transferred under TYPE RECORD column: A=Public Records; B=Records containing "Personal Data"; C=Records specifically exempted from disclosure by statute. Multiple categories are acceptable (i.e., A/B). Statutory access restrictions imposed on records, and the reason for restrictions, shall be stated in writing and listed on the reverse side of this form.

5. I certify that the last entries on the records listed in this application were made **prior** to the retention date of this agency's Disposal Schedule(s) thus satisfying the legal requirements that certain records be kept for a specified length of time.

Print or Type Name

Address *Phone*

Signature of Department Head or Authorized Agent *Date*

Submit in triplicate:

DO NOT USE THIS SPACE
Disposal Schedule(s) #
APPROVALS: Pursuant to provisions of M.G.L., Ch. 30, S. 42, as most recently amended, the Records Conservation Board hereby grants permission to transfer the records listed here.
RECORDS CONSERVATION BOARD
_____ <i>Chairman</i>
_____ <i>Secretary</i>
_____ <i>Date of approval</i>

Applicable Schedule	Item No.	Description of Record	Retention Period	Inclusive Dates	Type of Record	S.R.C. or Archives
<i>Example:</i> 01/11	A 1-1	Program Establishment, Development Records	Permanent	01/96-12/00	A	Archives

ACCESS RESTRICTIONS: AGENCY RECOMMENDATIONS. List below any statutory or regulatory restrictions on access.

Item No.	

ACCESS RESTRICTIONS: ARCHIVIST RECOMMENDATIONS. State concurrence, dissent, or other recommendations pertaining to materials for which restrictions have been requested.

Item No.	