

## EMCBC INTERNAL RECORDS TRANSFER TO RECORDS HOLDING

*This form is used to transfer Federal records to the EMCBC records holding area(s).  
Please fill out and save a copy for your records. A detailed file folder list must be attached to this form and inserted into EACH BOX of your transfer.*

<b>Submitted by:</b>	<b>Date Transferred:</b>
<b>Record Owner/Generator:</b> (if different than above)	<b>Phone:</b>

<b>Does this transfer contain any of the following records:</b> <i>(Contact Records Management staff prior to transfer)</i>	<input type="checkbox"/> <b>PII</b> (Personally Identifiable Information) <input type="checkbox"/> <b>OUO</b> (Official Use Only) <input type="checkbox"/> <b>UCNI</b> (Unclassified Controlled Nuclear Information)
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RM Use Only Barcode Assigned	Box #	Master File Plan Records Category	Box Description <small>(Provide a summary of box contents)</small>	Inclusive Dates <small>From / To</small>

**\*Comments/Issues:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

RM STAFF TO COMPLETE							
Bldg. Location/ Floor		Shelf Location		Number of Boxes		RM Verified Date	
Records Accepted and Validated by:				Records Not Accepted- See * Comments. Resolved by:			