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.

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

Does this transfer contain any of the following records: ☐ **PII** (Personally Identifiable Information)
(Contact Records Management staff prior to transfer) ☐ **OUO** (Official Use Only)
☐ **UCNI** (Unclassified Controlled Nuclear Information)

RM Use Only Barcode Assigned	Box #	Master File Plan Records Category	Box Description (Provide a summary of box contents)	Inclusive Dates From / To

***Comments/Issues:** _____

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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:**				