

REC-8 (04/05)	RECORDS CENTER INTERFILE TRANSMITTAL				RECORDS CENTER USE	
TO BE COMPLETED BY AGENCY						
1. DESCRIPTION OF MATERIAL					PROCESSED BY	
					REMARKS	
2. TRANSFER LIST NUMBER			3. AGENCY CONTAINER NUMBER			
4. AGENCY			5. SHELF CODE			
6. NAME (PRINT)			TO: STATE RECORDS CENTER, BUILDING 21 STATE OFFICE BUILDING CAMPUS, ALBANY, NY 12226			
NEW YORK STATE EDUCATION DEPARTMENT NEW YORK STATE ARCHIVES • GOVERNMENT RECORDS SERVICES						

Instructions for Completing a Records Center Interfile Transmittal (REC-8)

Use this form to interfile records in a container already at the SRC. We can interfile new material only if you have left sufficient space in the container. This form is available on the State Archives website as a Word 2000 template.

1. **Description of Material.** Indicate the name of the folder or folders to be interfiled.
2. **Transfer List Number.** Indicate the transfer list number for the item. Your RMO has this information.
3. **Agency Container Number.** Indicate the agency container number from the transfer list for the item to be interfiled. Include the label number, if known.
4. **Agency.** Indicate your agency's name or two-digit agency code.
5. **Shelf Code.** Indicate the SRC shelf code for the container. Your RMO has this information.
6. **Name.** Type or print your name or the name of your RMO.