

INSTRUCTIONS FOR COMPLETING THE ARCHIVAL MICROFORM TRANSFER LIST AND RECEIPT (FORM ARC-3)

August 2013

This form is used to transfer state agency, locality, or regional entity microforms containing records that are scheduled for permanent retention to the Imaging Services unit of the Library of Virginia (LVA).

- Microforms transferred to LVA Imaging Services must be in acid-free microfilm boxes and/or microfiche envelopes.
- An ARC-3 Form, and any necessary continuation sheets, must accompany the shipment of microforms, and must be approved by the appropriate LVA Records Management Analyst prior to transfer. Analysts may be identified using the LVA's on-line searchable database, found at <http://www.lva.virginia.gov/agencies/records/search-contacts.asp>.

Follow the steps below to fill in the ARC-3 Form. Please complete it in the Word document format, and e-mail the Word document(s), as an attachment, to the assigned Records Management Analyst for approval.

1. Type the full name of the agency, locality, or organization.
 2. As needed, type the name of the department and sub-department/section.
 3. Type the name of the contact person at the agency/locality/entity.
 4. Type the telephone number of the contact person and the extension, if applicable.
 5. Type the e-mail address of the contact person.
 6. Type the complete physical address for the location to where the microform will be shipped, in case it needs to be returned. Include the building name and/or room numbers, if applicable. Additional lines may be created by pressing the *Enter* key.
 7. Type the complete mailing address to where the microform receipt will be returned, if it is not the same as the physical address.
 8. *For LVA use only—leave blank.*
 9. Check the appropriate box to indicate if there are any restrictions to the access or use of these records. If restricted, please explain the type of information to be restricted and provide the exact code citation authorizing the restriction.
 10. Check the appropriate box for media format.
 11. Use this box for any notes or instructions not covered elsewhere.
 12. Type the agency-general, locality-general, or agency-specific schedule number that corresponds to the records being transferred (e.g., GS-12).
 13. Type the record series number. (One series per form).
 14. Type the record series title.
 15. Type the agency microform reel number. Please make sure that the boxes are physically labeled and numbered.
 16. Type contents of reel, beginning to end (e.g., Land Records, # 200001984 to 200002085, etc.).
 17. Type the date range of the reel contents (e.g., 1990-2002).
 18. Type the name of the Records Officer, or the name of the company producing the microfilm and the company representative.
 19. E-mail the Word form(s) as an attachment to the assigned Analyst.
 20. After receiving approval for the transfer, print the form. The Records Officer or company representative will sign beside the printed name in block 18.
- Transfer Received By* and *Date Received* are for LVA use only.

Package the approved, printed, signed form with the microforms, and deliver to:

Library of Virginia
Imaging Services
800 E Broad Street
Richmond, VA 23219-8000