

How to Create a Transfer List

1. Request box labels from Archives and Records by emailing archives@sos.nh.gov
2. Download transfer list from the Archives and Records Website: [NH-SOS - Information for State Agencies](#)
3. Fill out the excel spread sheet (do not disable macros; they're there to help). Please fill out the following areas of the spread sheet:

I: Requesting agency

II: Division

III: Date

IV: Agency number (three-digit number)

V: Division number (two-digit number)

VI: Box number (or Archives Label Number)

VII: Item Number and Suffix Number (both two-digit numbers)

VIII: Record Title and Range

IX: 35 characters maximum per line, three lines maximum per box (we only need a short description or range, not a detailed list of what's in the box)

X: Years covered

XI: Sent by

XII: Phone number

**If you need more pages, please use the "Add New Page" macro on the right side of page. This will auto fill items I-V and X and XI. The aforementioned items can only be changed on page 1 of excel document.*

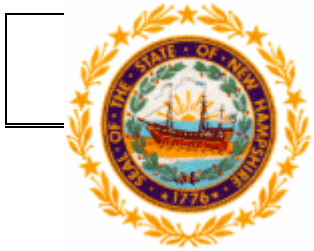
4. Send completed excel Transfer List to archives@sos.nh.gov. Formatting in excel saves the Archives Division time and allows us to pinpoint errors and fix them easily.

NOTE: Please see Pgs. 3-4 on **How to Read Retention Codes** to find the numbers needed to fill in Agency, Division, Item and Suffix numbers.

See **State of New Hampshire Transfer List (Form RM-120) Template** on Pg. 6 for examples of what to do and what not to do when creating transfer lists.

State of New Hampshire Transfer List (Form RM-120) Template

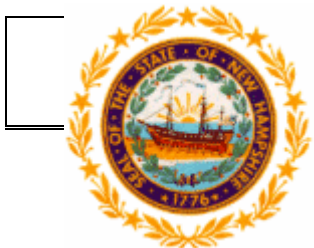
Incorrect:



State of New Hampshire Records Transfer List			
FROM AGENCY Secretary of State		TRANSFER LIST NO.	
DIVISION Election		DATE	
AGENCY NO. 032	DIVISION NO. 01	PAGE 1	PAGES of

BOX NO.	ITEM NO. & SUFFIX	LINE NO.	RECORD TITLE AND RANGE (PLEASE LIMIT TO 35 CHARACTERS PER LINE)	YEARS COVERED	DISPOSAL DATE
157693	04-15	1	Acworth	2020	
		2	Albany	2020	
		3	Alexandria	2020	
		4	Allenstown	2020	
		5	Alstead	2020	
		6	Amherst	2020	
		7	Andover	2020	
		8	Antrim	2020	
		9	Ashland	2020	
		10	Atkinson	2020	
157694	04-15	1	Auburn	2020	

Correct:



State of New Hampshire Records Transfer List			
FROM AGENCY Secretary of State		TRANSFER LIST NO.	
DIVISION Election		DATE	
AGENCY NO. 032	DIVISION NO. 01	PAGE 1	PAGES of

BOX NO.	ITEM NO. & SUFFIX	LINE NO.	RECORD TITLE AND RANGE (PLEASE LIMIT TO 35 CHARACTERS PER LINE)	YEARS COVERED	DISPOSAL DATE
157693	04-15	1	Presidential Primary	2020	
		2	Acworth to Atkinson		
157694	04-15	1	Presidential Primary	2020	
		2	Auburn to Bethlehem		