

## How to Create a Transfer List

1. Request box labels from Archives and Records by emailing [archives@sos.nh.gov](mailto: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](mailto: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 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 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		