Jefferson County Clerk's Office

Gizelle J. Meeks County Clerk/RMO

Records Transfer Form

Revised 04/2022

Department: _____ **Prepared by:** _____

To be completed by Department			*To be completed by RM*		
Record Title & Description	Record Date(s)	Schedule Item #	Retention # Years	Disposition Year	CL #
				Total Cubic Feet:	

Department Approval: _____ **Date:** _____

For RM use only:

Retention Verified By: _____ **Date:** _____

Received By: _____ **Date:** _____

Check Empty Space List:_____ Check Physical Location:_____ Create Labels:_____

Boxes Shelved:_____ Update Computer:_____ Send New List to Dept.:_____