



King County

Department of Executive Services
 Records and Licensing Services Division
 Archives and Records Management
 King County Archives
 1215 East Fir Street
 Seattle, WA 98122-5424
 ARC-ES-0200

Archival Records Transfer Agreement

<i>(Archives Use Only)</i>	
Physical Custody Accepted By:	Physical Custody Date:
Accession Number:	Accession Date/Legal Custody Accepted:

The Enter Department, Division, Section, and Office hereby transfers the records below to the custody and jurisdiction of the King County Records and Licensing Services Division, Archives and Records Management Section. The Office of Records transfers these records with the understanding that upon acceptance by the King County Archivist, the records will become and remain the property of the King County Archives; that the records shall be processed, stored, made accessible and disposed of only in accordance with the Laws of the State of Washington, the King County Code, the policies and procedures of the King County Archives and the Washington State Archives Division of Archives and Records Management.

_____ (Signature of Disposition Authority of the Office of Record) _____ (Date)

_____ (Printed Name of Disposition Authority of the Office of Record)

Based upon the information provided, the transfer of the described records to the King County Archives is approved with final acceptance contingent upon further review and determination by the King County Archivist.

_____ (Approved By – Name and Title) _____ (Date Approved)

On behalf of the King County Archives, I hereby accept custody and jurisdiction of these records from the aforementioned agency, subject to the applicable laws of the State of Washington and King County Code.

_____ (King County Archivist Signature) _____ (Date Accepted)

Series Title and Description <u>Enter Series Title and Description</u>	Inclusive Dates <u>Enter Inclusive Dates</u>	# of Boxes/Containers <u>Enter Total</u>
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Disposition Authority Number (DAN) <u>Enter DAN</u>	Destruction After Digitization (DAD)? STOP! <i>If physical records are being dispositioned under an Early Disposition After Digitization (DAD) agreement previously approved by the King County Records Management Program, please contact the County Archivist prior to completing this form.</i>
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Folder list provided by Office of Record
 Please include any available indices or folder lists for records being transferred and indicate type here:

Electronic folder list attached to this agreement Folder list(s) included with physical records

Records Pickup Location (Pick-ups can be coordinated with the Record Center upon preliminary approval of this transfer agreement)

Building: Building Room Number: Room Number Mail Stop: Mail Stop

