



# MICROFORM TRANSMITTAL AND RECEIPT

State Form 52408 (R2 / 6-15)

INDIANA ARCHIVES AND RECORDS ADMINISTRATION

If a State agency, complete form and send to:

Indiana State Archives  
Indiana Archives and Records Administration  
6440 E. 30th Street, Indianapolis, IN 46219  
Telephone: (317) 591-5222  
Fax: (317) 591-5324  
E-mail: arc@iara.IN.gov

If a county/local government, complete form and send to:

County/Local Records Management  
Indiana Archives and Records Administration  
402 W. Washington Street, Room W472, Indianapolis, IN 46204  
Telephone: (317) 232-3380  
Fax: (317) 233-1713  
E-mail: cty@iara.IN.gov

### Instructions and Guidelines for Transferring Microform Records

1. **USE A SEPARATE FORM FOR EACH RECORD SERIES**

- This form is to be used only for the transfer of records on any type of Microform. "Microform" means any type of microfilm, microfiche, or Computer Output Microfiche (COM).
- Complete and send this form to the Indiana Archives and Records Administration (IARA) before sending the microform records. The IARA will not accept any microform records without prior approval of this transmittal form. An approved copy of this form must accompany the microform shipment.
- Microform records transferred to the Indiana State Archives on an approved retention schedule must have a Record Series Number. Microform records not on an approved retention schedule will be accepted or rejected on a case-by-case basis.
- By signing this form, a state or local agency transfers ownership of the microform records to the IARA. See IC 5-15-5.1-11.
- Any microform record transferred to the Archives is considered to be a permanent record. The microform records must therefore meet the standards outlined in 60 IAC 2 or, where applicable, Administrative Rule 6, Indiana Supreme Court. The state or local agency is required to use acid-free boxes. The state or local agency must label the boxes using State Form 36074, which can be ordered from the IARA, State Imaging and Microfilm Laboratory, 100 N. Senate Ave., Rm. N055, Indianapolis, IN 46204, telephone number 317-232-3381, and e-mail address [imaging@iara.IN.gov](mailto:imaging@iara.IN.gov).
- The state or local agency must verify the completeness and legibility of the records on the microform and must provide an inventory of the records on the microform.

Name of state agency / county / local office		Name of division of state agency / county / local office	
Record series title		Record series number	
Total number of rolls or fiche sheets in shipment	Roll numbers From: _____ To: _____	Inclusive dates of records filmed (month, day, year) From: _____ To: _____	

### AUTHORIZATION TO TRANSFER MICROFORM RECORDS (to be filled out by the state agency / county / local office)

Signature of records coordinator / local official		Printed name of records coordinator / local official		Date signed (month, day, year)
Address (number and street, city, state, and ZIP code)		Telephone number (      )	Fax number (      )	E-mail address
Signature of person shipping microform records, if different		Printed name and title of person shipping microform records, if different		Date signed (month, day, year)

### RECEIPT OF MICROFORM RECORDS (IARA use only)

The transfer of the microform records is <input type="checkbox"/> Accepted <input type="checkbox"/> Rejected. If rejected, state the reasons:		
Signature of IARA employee authorizing transfer	Printed name of IARA employee	Date signed (month, day, year)
Signature of Archives employee receiving microform records	Printed name of Archives employee	Date signed (month, day, year)

