Lawrence Berkeley National Laboratory
Records Management Office
Records Transfer Form

Use one form for each record series. A record series consists of related files with the same disposal authority and disposal date. For details, refer to the transfer and packing instructions or contact the Records Management Office (RMO) at records@lbl.gov or 510-486-5525.

Division	**Berkeley Lab Accession Number (RMO will assign this upon receipt of the records)**
Department	**Section, Group, or Project**
Department Head	
Person Transferring the Records	
Phone Number	**Location**
Records Title	
Inclusive Dates of the Records	**Number of Record Boxes**
Brief Description of the Records	

Do the records contain Personally Identifiable Information (PII) such as Social Security Number, Driver's License Number, CA State ID Number, Financial Account Number, and/or Health information?
Yes ☐ No ☐
If you answered "Yes," then please list the categories of PII contained in the records below:

Do the records contain CUI (Controlled Unclassified Information)?
Yes ☐ No ☐

Lawrence Berkeley Laboratory
Records Transfer Form Addendum

NOTE:
RMO will enter the title of each folder **exactly as it appears on the folder** into our database. If your processes or applicable laws and/or regulations require more information than what appears on the folder (for instance, information on the contents of the folder, or subfolders within the main folder), then **you** will need to enter that information into the transmittal form addendum yourself.

Records Title

Box Number	Folder Number	Folder Title	Page 1 of 7

Lawrence Berkeley Laboratory
Records Transfer Form Addendum

NOTE:
RMO will enter the title of each folder **exactly as it appears on the folder** into our database. If your processes or applicable laws and/or regulations require more information than what appears on the folder (for instance, information on the contents of the folder, or subfolders within the main folder), then **you** will need to enter that information into the transmittal form addendum yourself.

Records Title

Box Number	**Folder Number**	**Folder Title**	**Page 2 of 7**

Lawrence Berkeley Laboratory
Records Transfer Form Addendum

NOTE:
RMO will enter the title of each folder **exactly as it appears on the folder** into our database. If your processes or applicable laws and/or regulations require more information than what appears on the folder (for instance, information on the contents of the folder, or subfolders within the main folder), then **you** will need to enter that information into the transmittal form addendum yourself.

Records Title

Box Number	**Folder Number**	**Folder Title**	**Page 3 of 7**

Lawrence Berkeley Laboratory
Records Transfer Form Addendum

NOTE:
RMO will enter the title of each folder **exactly as it appears on the folder** into our database. If your processes or applicable laws and/or regulations require more information than what appears on the folder (for instance, information on the contents of the folder, or subfolders within the main folder), then **you** will need to enter that information into the transmittal form addendum yourself.

Records Title

Box Number	Folder Number	Folder Title	Page 4 of 7

Lawrence Berkeley Laboratory
Records Transfer Form Addendum

NOTE:
RMO will enter the title of each folder **exactly as it appears on the folder** into our database. If your processes or applicable laws and/or regulations require more information than what appears on the folder (for instance, information on the contents of the folder, or subfolders within the main folder), then **you** will need to enter that information into the transmittal form addendum yourself.

Records Title

Box Number	Folder Number	Folder Title	Page 5 of 7

Lawrence Berkeley Laboratory
Records Transfer Form Addendum

NOTE:
RMO will enter the title of each folder **exactly as it appears on the folder** into our database. If your processes or applicable laws and/or regulations require more information than what appears on the folder (for instance, information on the contents of the folder, or subfolders within the main folder), then **you** will need to enter that information into the transmittal form addendum yourself.

Records Title

Box Number	Folder Number	Folder Title	Page 6 of 7