

Lorain County Records Retention Center

320 N. Gateway Blvd.
First Floor
Elyria, OH 44035

Phone: (440) 326-4868
Fax: (440) 326-4869

RECORDS TRANSFER/INTAKE

Completed by Records Center Intake Personnel Only	
Date Received:	
Retention Location:	/ /
Tab ID:	Audited by:
Retention Report Sent by:	Date:

Confidential:

** (please include list of authorized persons)

Form must be completed prior to transfer. Required sections are numbered* see bottom of page.

Department:	
Box No. (1)	Division :
Box Prepared By:	Contact Phone:
Records Series (2) (from RC 2 Form)	
Media Type:	
Records Scanned by your department:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Record Title and Description	

Inclusive Years or Dates (3)	Alphabetic or Numeric Listing (4)
From: / / To: / / Month Day Year Month Day Year	From: _____ To: _____
Retention Period (5) _____	Schedule Number from RC2 form (7) _____
Destruction Date (6) / / Month Day Year	Records Commission Approval Date (8) / / Month Day Year

- (1) Corresponds to # assigned to box.
- (2) Indicates the type of document (record series)
- (3) Indicates the dates of enclosed material in box.
- (4) Indicate the sequence of the materials in the box.
- (5) Scheduled retention period per your approved RC2
- (6) Destruction date.
- (7) Schedule number from RC 2 Form
- (8) Records Commission Approval Date

Please do not overfill boxes. Must be less than 40 lbs.

**Only approved Records Center boxes are accepted
Transfer/Intake forms MUST accompany each box.**

Revised 10/2025

Please make sure there are no binders, metal hanging files or large metal claw clips in the material.