

Alabama Department of Archives and History  
PO Box 300100, Montgomery, AL 36130-0100

Temporary Custody Receipt of Hardware

This form documents that the Alabama Department of Archives and History has received a hardware device from another state agency for the purpose of transferring permanent electronic records. Agencies should maintain copies of all the records they transfer to the Archives in the case technological problems occur during the transfer. After the Archives verifies the records have successfully transferred from the hardware device to the Archives's server, the creating agency may destroy the copies. The Archives will return the hardware as soon as the electronic records contained on it have been transferred and verified. While at the Archives, the hardware will be kept in a secure location.

Date: \_\_\_\_\_

State Agency Transferring Records: \_\_\_\_\_

Agency Address: \_\_\_\_\_

Authorized Agency Transferring Agent: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Type of Hardware: \_\_\_\_\_

Property Number/Identifying Number/Description of Hardware: \_\_\_\_\_

Signature of Authorized Agency Transferring Agent: \_\_\_\_\_

ADAH Staff Member Receiving Hardware: \_\_\_\_\_