

Archives of Michigan Submission Agreement

Electronic Records Submission Agreement	
Department	
Agency	
Agency Representative	
Phone/E-mail	
Additional Contacts	
Retention and Disposal Schedule	
Agency Code	
Schedule Item Number	
Record Title	
SAB Approval Date	
Submission Information Package (SIP)	
Record Description	[do not copy series description from schedule]
Date Range of Records	
Record Format	[file formats, software versions, etc.]
Volume	
Number of Files	
Supporting Documentation	[indexes, data dictionary, data model, metadata codes, systems documentation, etc.]
Preservation Issues/Concerns	[data dependencies, linked files/fields, will files be printed and preserved as paper, will files be normalized to another file format, encryption, compression, digital signatures, etc.]
Transfer Plan	
Proposed Transfer Date	
Transfer Schedule	[if ER will be transferred more than 1 time, such as annually]
Transfer Method	[e-mail, CD, thumb drive, SFTP, portable hard drive, etc.]
Additional Information	
Special Instructions	[confidential records MOU, security, continuous access by agency, etc.]
Accessioning	
Accession Date	
Validation Date	[virus check, fixity check, completeness check, etc.]
Acceptance Date	[may be delayed if validation finds errors that require the re-submission of the SIP]