



Agency transfer workflow

Use this workflow to manage the transfer of electronic records from a state agency to the TDA.

The purpose of the first survey is to get a rough idea of what will be transferred, while the initial appraisal and inventory form determined the finer details of the transfer. After an agreement has been reached about what will be transferred, the agency must package the records and send them to TSLAC. TSLAC will then use internal processes for receiving the transfer and notify the agency when the transfer is considered complete.