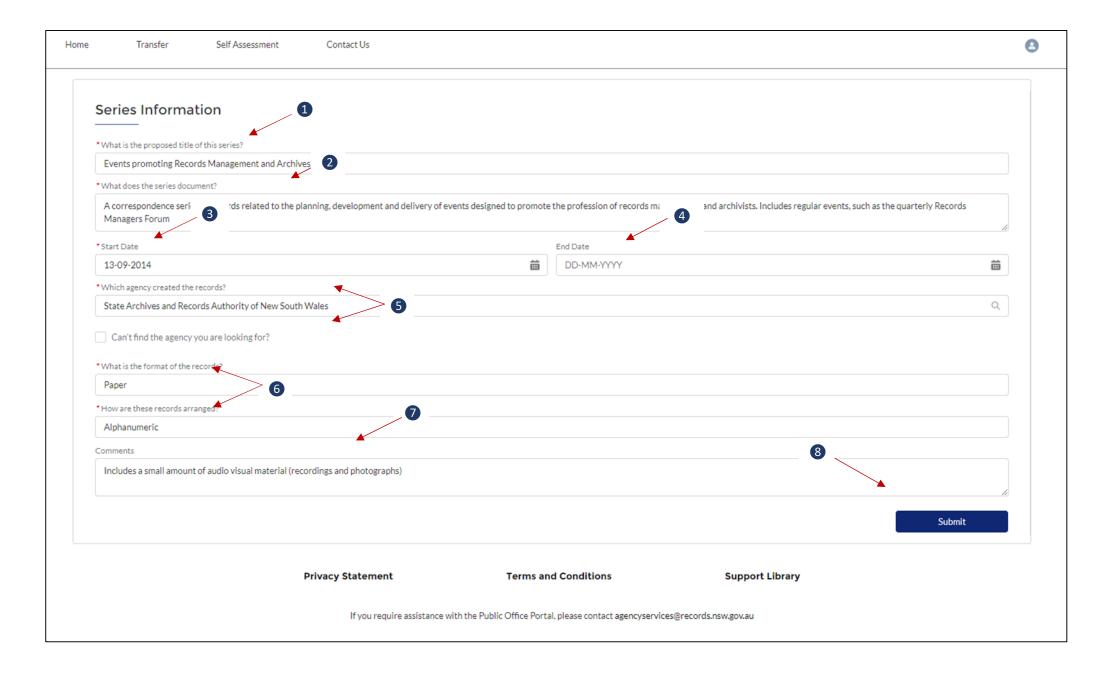


Create New Series through the Service Portal





Create New Series through the Service Portal

- Provide a meaningful title for the series of records
- 2 Provide a general description of the content of the records
- 3 Provide the earliest date this type of record could have been created. Consider the date range of the entire series, not just the records proposed for transfer
- 4 Provide the latest date this type of record could have been created. If the records in this series are still being created, leave the end date blank
- Which agency or public office/s created the records? If your agency is not listed as one of the available drop-down options, please select the box below and add the creating agency
- 6 Select one of the drop-down options. If there are different formats or systems of arrangement over time, select 'See Description' and provide details in the Comments field below
- Use this field for providing any additional information about the records that you think is useful, or for providing additional information about the format or system of arrangement
- 8 When you have completed the form, please submit the request

^{*} Denotes mandatory field