

APPENDIX 1
Instructions for Completing the Transmittal/Receipt:
Transfer of Capital Collateral Post Conviction Records
To the State Archives of Florida

Part 1: Leave blank; for Archives use only.

Parts 2-4: Enter the full name of your agency and the program unit holding the original records.

Part 5: Enter the mailing address, including a street name and number (not a post office box number).

Part 6: Enter the name and telephone number, including area code, of a contact person who can answer questions that might arise about the records when they are received at the Archives.

Part 7: Archives mailing address; no information needed.

Part 8: Enter the name of the defendant and the case number assigned by the Circuit Court.

Part 9: Enter a complete, accurate **box (or mailing envelope) and folder listing** of the records you are sending. Attach additional sheets as needed, or attach a separate list and enter “See attached listing” in Part 9. Prepare the list in the following manner:

1. List the general contents of each box, e.g. Box 1: John Doe Case.
2. List the file folder headings or the contents of each file folder within each box. It is *not* necessary to list each individual document. For example:

Box 1 John Doe Case

File 1 Investigation reports: Officer Smith
File 2 Investigation reports: Officer Jones
File 3 Investigation reports: Officer Williams
File 4 Internal affairs file: Officer Smith
File 5 Internal affairs file: Officer Williams

Box 2 John Doe Case

File 1 Witness deposition: Andy Adams
File 2 Witness deposition: Bubba Boyd
File 3 Witness deposition: Cal Cole
File 4 Witness deposition: Danny Dobson
File 5 Witness deposition: Freddy Frick

Box 3 John Doe Case

- File 1 Bank records
- File 2 Arrest warrant
- File 3 Crime scene video tape
- File 4 Surveillance video tape
- File 5 Surveillance audio tapes
- File 6 Audio tape: Telephone call, defendant to Sherry Short,
March 17, 2000
- File 7 Laboratory reports
- File 8 Psychiatric evaluations

Also indicate if any records are exempt, noting the box or mailing envelope number(s), the nature of the records, and the **legal basis for the exemption**. For example:

Box 3: Criminal intelligence information -- **EXEMPT** pursuant to Florida Statutes 119.07(6)(f)2.

Also indicate how many boxes and/or packages (e.g. mailing envelopes) of records you sent to the Archives.

Part 10: Indicate what types of records are included, such as paper copies, photographs, audio tapes, video tapes, or other types of records.

Part 11: Sign and date the form, and type or clearly print the name and title of the person authorized to transfer the records to the Archives.

Part 12: For Archives use only. The Program Manager will sign the form upon receipt and initial review of the records by Archives staff. A copy of the signed form will be sent to you and to the Attorney General's Office as verification that the Archives received your records.