Louisiana State Archives – Imaging and Preservation Services
Louisiana Secretary of State
P.O. Box 94125
Baton Rouge LA 70804-9125
(225) 925-7552

Project Transmittal Form

Note: Please attach a detailed inventory of each box for the total project.

Agency Name and Physical Address	Billing: Name, Address, Phone No. and Email	Deliver to: Louisiana State Archives Imaging & Preservations Services 3851 Essen Ln Baton Rouge LA 70809
Agency Records Officer and Title	Agency Records Officer Phone No. and Email	Total No. of Boxes for Project
Item No. on Retention Schedule	Records Series Title on Retention Schedule	Agency/Division/Section and Page # on Retention Schedule

Project Parameters - Mark all that apply:

From: Paper ☐ Microfilm ☐ Digital Images ☐

To: Microfilm ☐ Jacketed Microfiche ☐ Microfilm Duplicate ☐ PDF ☐ TIF ☐

Agency Box No.	Date of Records (thru dates)	Box Contents (First thru Last Folder)

Agency Representative/Date

Archives Representative/Date