1. Name and Address of Agency

2. Records Officer and Title

3. Date

4. Transfer to:

5. No. of Boxes Transferred

6. Disposal Date

7. RECORDS CENTER BOX NO.
(Records Center Use Only)

8. AGENCY BOX NO.

9. DATE OF RECORDS TO BE TRANSFERRED

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RECORDS SERIES TITLE

SECTION BELOW FOR RECORD CENTER USE ONLY

LOCATION

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Page | Total Pages | Verified By: | Records Inspected By: |