

RECORDS CENTER

**RECORD TRANSMITTAL
AND RECEIPT FORM**

SSARC 103 (R 11/2010)

NOTE: Send Original to Record Center.
One Receipted Copy Will Be Returned.



SECRETARY OF STATE
DIVISION OF ARCHIVES
RECORDS MANAGEMENT & HISTORY
P.O. BOX 94125, Capitol Station
Baton Rouge, Louisiana 70804-9125

1. Name and Address of Agency		
2. Records Officer and Title	3. Date	4. Transfer to:

Phone No.	Records Center	Other:
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7. RECORDS CENTER BOX NO. (Records Center Use Only)	8. AGENCY BOX NO.	9. DATE OF RECORDS TO BE TRANSFERRED	5. No. of Boxes Transferred	6. Disposal Date
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		Month	Year	thru	Month	Year	RECORDS SERIES TITLE

Total Boxes on this page	SECTION BELOW FOR RECORD CENTER USE ONLY
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LOCATION		Date Received	Date Shelved	Transferred to Records Center	Date
SECTION	SHELF				

Page	Total Pages	Verified By:	Records Inspected By:
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