

Archives Records Transfer

Use for documents, files, photographs, artifacts, etc. Do not write on the records or use post-it-notes, tape, or staples. Enclose completed form with materials being sent to Archives.

Submitting (check one): Individual/Loose Items File Folders Number of items/files/boxes being submitted:	Boxes
Name of Person Submitting:	
Agency/Department:	
Position Title:	
Contact info (e-mail/phone):	
Description	
Folder/ Description Box #	Years
If at any time, Archives, in its sole discretion, determines that it can no longe the Items or that any Item does not fit the purpose or mission, the Archives is sell or otherwise dispose of the Items as Archives sees fit.	
Agency Representative Date Office Use Only Transfer #	
Archives Representative Date	