

**RECORDS TRANSMITTAL AND RECEIPT**

**DIRECTIONS - PLEASE TYPE OR PRINT CLEARLY ALL ENTRIES**

A. AGENCY 1.		ACCESSION NO.	DATE REC'D
B. DIVISION/UNIT			RM CODE
C. MAILING ADDRESS		LOCATION RANGE SECTION(S)	NO. OF CU. FT.
D. PHONE NO.		RECORDS CENTER MANAGER	
E. AGENCY OFFICIAL		<b>TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER</b>	
2. BOX NUMBERS	3. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES		4. DISPOSAL AUTHORITY SCHEDULE, ITEM NO., DISPOSAL DATE