

RECORDS TRANSMITTAL AND RECEIPT

AGENCY	ACCESSION NO.	DATE REC'D		
DIVISION/UNIT		RM CODE		
MAILING ADDRESS	RANGE	SECTION(S)	NO. OF CU. FT.	TOTAL CU. FT.
PHONE NO.:	RECORDS CENTER MANAGER			
EMAIL:				
AGENCY OFFICIAL	TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER			

BOX	DESCRIPTION OF RECORDS	SCHEDULE NO., ITEM NO. AND DISPOSAL DATE
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