



RECORDS TRANSFER FORM

1. Date Prepared:	2. Page of	3. Department Account #	4. Department Name	5. Agency #
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<i>Use One Row for Each Carton</i>	Record Center Use
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6. Temp. Carton #	7. Record Series #	8. Description of Contents	Record Dates		11. Final Carton #	12. Carton Location #	13. Retention Date
			9. From	10. To			

14. Department Representative Signature	15. Records Representative Signature	16. Date Boxes Received
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