

DC TDANICMITTAL NILIMPED.

State Records Center

2745 Gunter Park West Montgomery, AL 36109

T: 334-277-9898 F: 334-277-9454

Angelia.Wilson@archives.alabama.gov

State Records Center Transmittal Form

The transmittal form for temporary records should accompany all records transfers to the Records Center (RC) storage facility. Records Center staff are happy to review transmittal forms prior to the transfer of the boxes. Records transfers should be scheduled with the RC staff in advance.

INC INAINOINI	I IAL NUMBER.			
DEPARTMENT:		DIVISION:	DIVISION:	
AGENCY CONTACT NAME:		CONTACT TELEPHONE NUMBER:		
CONTACT E-N	MAIL ADDRESS:			
MAILING ADD	PRESS:			
Title of record	s to be transferred:			
Destruction D	Pate:			
Total # of box	ces to be transferred to RC:		_	
Box #	CONTENTS (Beginning and ending record)	Date Span	Location Number (for RC use only)	
Approved for	Transfer By:		Approval Date	
	•			
Received for	Storage By:		Date Received	
Form PC-1 07	/2018)		Page of	