**State Records Center**
7815 Third Flag Parkway
Suite 400
Austell, GA 30168
Tel: 770-732-5631
Fax: 770-819-6821
StateRecordsCenter@usg.edu

EXAMPLE ONLY

## State Records Center Transmittal Form

This transmittal form for temporary records should accompany all records transfer to the State Records Center (SRC) storage facility. This form will be verified at the time of transfer. Transfer may be refused in part or whole. Records transfers should be scheduled with the RC staff in advance.

**RC Consignment (Transmittal) Number:** Assigned by Records Center **Agency Code:** 0000

**Agency Name and Department:** Agency Name-Dept

**Agency Contact Name and Telephone Number:** Lisa Smith 555-555-5555

**Contact E-Mail Address:** lsmith@email.com

**Mailing Address:** 1234 Address Dr, Your City, GA 30000

**Title of Records to be Transferred:** Employee Personnel Files 2021

**Retention Schedule Number:** GASC-06-015 **Destruction Date:** 12/31/2028

**Total Number of boxes transferred to RC:** 2

| Box # | Contents (Beginning and Ending Record) | Date Span | Location # (RC use only) |
|---|---|---|---|
| 1 | A. Adams- Z. Brown | 01/31/2019-12/31/2019 | |
| 2 | A. Browning- C. Cook | 01/31/2019-12/31/2019 | |
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Approved for transfer by: Date:

Received for Storage by: Date Received:

| Box # | Contents (Beginning and Ending Record) | Date Span | Location # (RC use only) |
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