ALABAMA

DEPARTMENT OF
ARCHIVES & HISTORY

State Records Center

2745 Gunter Park West
Montgomery, AL 36109
T: 334-277-9898
RecordsManagement@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.

RC TRANSMITTAL NUMBER:	
DEPARTMENT:	DIVISION:
AGENCY CONTACT NAME:	CONTACT TELEPHONE NUMBER:
CONTACT E-MAIL ADDRESS:	
MAILING ADDRESS:	
Title of records to be transferred:	
Destruction Date:	
Total # of boxes 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