State Records Center
7815 Third Flag Parkway Suite 100
Austell, GA 30168
Tel: 770-732-5631
StateRecordsCenter@usg.edu

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:	**Agency Code:**
Agency Name and Department:	
Agency Contact Name and Telephone Number:	
Contact E-Mail Address:	
Mailing Address:	
Title of Records to be Transferred:	
Retention Schedule Number:	**Destruction Date:**
Total Number of boxes transferred to RC:	

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

Approved for transfer by: Date:

Received for Storage by: Date Received:

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