RECORDS CENTER

RECORD TRANSMITTAL AND RECEIPT FORM

SSARC 103 (R 11/2010)

NOTE: Send Original to Record Center.
One Receipted Copy Will Be Returned.

1. Name and Address of Agency	SECRETARY OF STATE DIVISION OF ARCHIVES RECORDS MANAGEMENT & HISTORY P.O. BOX 94125, Capitol Station Baton Rouge, Louisiana 70804-9125
2. Records Officer and Title	3. Date
	4. Transfer to:
Phone No.	Records Center / Other:
	5. No. of Boxes Transferred / 6. Disposal Date

7. RECORDS CENTER BOX NO. (Records Center Use Only)	8. AGENCY BOX NO.	9. DATE OF RECORDS TO BE TRANSFERRED					RECORDS SERIES TITLE
		Month	Year	thru	Month	Year	

Total Boxes on this page	**SECTION BELOW FOR RECORD CENTER USE ONLY**
LOCATION	

SECTION	SHELF	Date Received	Date Shelved	Transferred to Records Center	Date
Page	Total Pages	Verified By:		Records Inspected By:	