REC-1 (4/05)

STATE ARCHIVES
RECORDS CENTER TRANSFER LIST

1. TRANSFER LIST NUMBER

2. PAGE 1 OF _____ PAGES

TO: STATE RECORDS CENTER
BUILDING 21
THE GOVERNOR W. AVERELL HARRIMAN
STATE OFFICE BUILDING CAMPUS
ALBANY, NEW YORK 12226

3. FROM (AGENCY NAME & NUMBER):

4. PROGRAM UNIT

THE RECORDS LISTED WILL BE TRANSFERRED TO THE STATE RECORDS CENTER SUBJECT TO THE RULES OF THE COMMISSIONER OF THE STATE EDUCATION DEPARTMENT AND THE RESTRICTIONS NOTED BELOW.

INSTRUCTIONS:
Please double-space between box entries ♦ Use at least a size 12 pt. font ♦ Box # (1, 2, 3…)

5. LABEL NUMBER	6. BOX NUMBER	7. DESCRIPTION OF RECORDS (DESCRIBE CONTENTS OF EACH CONTAINER)	8. T/AR	9. DISPOSITION		
				MO.	YR.	AUTH#

10. RESTRICTIONS

11. AGENCY RECORDS OFFICER

_____ SIGNATURE

_____ DATE

12. TOTAL NUMBER OF CONTAINERS _____

SIZE OF CONTAINER _____ "L _____ "W _____ "D