REC-1 (9/18)

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.

5. RESTRICTIONS

6. AGENCY RECORDS OFFICER

SIGNATURE _____ DATE _____

7. TOTAL NUMBER OF CONTAINERS _____

SIZE OF CONTAINER ☐ Record Carton: 12"Wx15"L ☐ Map 8x8x36

INSTRUCTIONS:

Box # (1, 2, 3…) Keep 10-12 on page 1. Use REC-1A for subsequent pages. Fill in total number of pages by hand.

8. LABEL NUMBER	9. BOX #	10. DESCRIPTION OF RECORDS (DESCRIBE CONTENTS OF EACH CONTAINER)	11. T/AR	12. DISPOSITION		
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