

REC-10
(04/05)

NEW YORK STATE EDUCATION DEPARTMENT
NEW YORK STATE ARCHIVES
GOVERNMENT RECORDS SERVICES

METHOD OF DELIVERY KEY:

1. Interagency Mail
2. Messenger/Courier
3. U.S. Mail
4. Agency will pick up
5. SRC will deliver
6. Other (specify)

RECORDS WITHDRAWAL AUTHORIZATION
(To withdraw records that will NOT be returned)

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

TRANSFER LIST NUMBER

WITHDRAWAL DATE

RECORDS TO BE WITHDRAWN

CONTAINER
NUMBER

RECORDS CENTER
LOCATOR

DELIVERY
METHOD

Room

Row

Stack

Shelf

THIS WITHDRAWAL IS AUTHORIZED BY

AGENCY

NAME

TITLE

DATE

ADDRESS, TELEPHONE NUMBER, OR OTHER CONTACT INFORMATION