

**Records Management**

**Transmittal Number:**

**Box**

of

\_\_\_\_\_

**Sender:** \_\_\_\_\_

Verify the contents of the box against the transmittal records listing prior to shipping.

**Records Management Use Only:**

Approved to transfer records by: \_\_\_\_\_

**Records Management**

**Transmittal Number:**

**Box**

of

\_\_\_\_\_

**Sender:** \_\_\_\_\_

Verify the contents of the box against the transmittal records listing prior to shipping.

**Records Management Use Only:**

Approved to transfer records by: \_\_\_\_\_

**Records Management**

**Transmittal Number:**

**Box**

of

\_\_\_\_\_

**Sender:** \_\_\_\_\_

Verify the contents of the box against the transmittal records listing prior to shipping.

**Records Management Use Only:**

Approved to transfer records by: \_\_\_\_\_

**Records Management**

**Transmittal Number:**

**Box**

of

\_\_\_\_\_

**Sender:** \_\_\_\_\_

Verify the contents of the box against the transmittal records listing prior to shipping.

**Records Management Use Only:**

Approved to transfer records by: \_\_\_\_\_

**Records Management**

**Transmittal Number:**

**Box**

of

\_\_\_\_\_

**Sender:** \_\_\_\_\_

Verify the contents of the box against the transmittal records listing prior to shipping.

**Records Management Use Only:**

Approved to transfer records by: \_\_\_\_\_

**Records Management**

**Transmittal Number:**

**Box**

of

\_\_\_\_\_

**Sender:** \_\_\_\_\_

Verify the contents of the box against the transmittal records listing prior to shipping.

**Records Management Use Only:**

Approved to transfer records by: \_\_\_\_\_