| **For RIMS Use Only****(agencies please leave blank)** |
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**STATE OF ALASKA**

**Department of Education and Early Development**

DIVISION OF LIBRARIES, ARCHIVES & MUSEUM

ALASKA STATE ARCHIVES | Records and Information Management

PO BOX 110571, Juneau, AK 99811-0571

395 Whittier Street, Juneau, AK 99801-1718

Phone: (907) 465-2317 or (907) 465-2276

rims@alaska.gov

| **RTL NO.** | **NO. OF BOXES/REELS** |
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| **PAGE 1 OF**  | **DATE** |
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# Records Transfer List

| **1.****DEPARTMENT** | **2.****DEPT. NO.** | **3.****DIVISION** | **4.****AGENCY NAME** | **5.****AGENCY ID NO.** |
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| **6.** **LOCATION OF RECORDS (STREET ADDRESS)** | **7.** **MAILING ADDRESS** |
| --- | --- |
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| **8.** **RECORDS OFFICER** | **9.** **CONTACT PERSON** | **10.** **CONTACT PERSON EMAIL** | **11.** **CONTACT PERSON PHONE NO.** |
|  |  |  |  |

***Note: Access to records is restricted to authorized personnel in the above named Division.***

|  | **12.****RRDS NO.** | **13.****ITEM NO.** | **14.****RECORDS SERIES TITLE*****(enter a short/brief description of the records contained in each box)*** | **15.****INCLUSIVE DATES** | **16.****DISPOSITION DATE *mm/dd/yyyy*** | **17. AGENCY BOX/REEL NO.** | **18. RECORDS CENTER BARCODE NO.** |
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| **RECORDS TRANSFER LIST CONTINUATION** | **Agency ID** | **RTL No.** | **Page 2 of** |
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| **RECORDS TRANSFER LIST CONTINUATION** | **Agency ID** | **RTL No.** | **Page 3 of** |
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| **RECORDS TRANSFER LIST CONTINUATION** | **Agency ID** | **RTL No.** | **Page 4 of** |
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| **RECORDS TRANSFER LIST CONTINUATION** | **Agency ID** | **RTL No.** | **Page 5 of** |
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