| **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](mailto: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.** |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |

| **6.**  **LOCATION OF RECORDS (STREET ADDRESS)** | | **7.**  **MAILING ADDRESS** | |
| --- | --- | --- | --- |
|  | |  | |
| **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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| **FROM** *mm/dd/yyyy* | **THRU** *mm/dd/yyyy* |
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| **RECORDS TRANSFER LIST CONTINUATION** | | | | | **Agency ID** | | | **RTL No.** | | **Page 2 of** |
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|  | **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 3 of** |
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|  | **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 4 of** |
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|  | **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 5 of** |
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