

STATE OF ALASKADIVISION OF LIBRARIES, ARCHIVES & MUSEUM
ALASKA STATE ARCHIVESPO BOX 110571, Juneau, AK 99811-0571
395 Whittier Street, Juneau, AK 99801-1718
T: 907) 465-2270

ACCESSION NO: _____

DATE RECEIVED: _____

RD/SERIES NO: _____

TRANSMITTAL RECEIPT

(TRANSFER OF PUBLIC RECORDS TO ALASKA STATE ARCHIVES)

DEPARTMENT	DIVISION AND SECTION/UNIT		
PHYSICAL LOCATION OF RECORDS		CONTACT NAME	PHONE NO.
DESCRIPTION OF RECORDS			
SERIES TITLE		INCLUSIVE DATES	
RETENTION SCHEDULE(S) AND ITEM NO(S).	FILE INDEX, CODE, OR MANUAL AVAILABLE?	TOTAL NO. OF CONTAINERS OR DIGITAL VOLUME (E.G. GIGABYTES)	
	<input type="checkbox"/> Yes <input type="checkbox"/> No		
SERIES DESCRIPTION (Include Information regarding content, order, digital file types, etc.)			
FORMAT OF RECORDS (Check each type that applies)			
<input type="checkbox"/> paper documents	<input type="checkbox"/> electronic	<input type="checkbox"/> microforms	<input type="checkbox"/> other:
<input type="checkbox"/> maps, blueprints, engineering drawings	<input type="checkbox"/> photographs, slides, negatives	<input type="checkbox"/> audiovisual recordings	
RESTRICTIONS ON USE			
<input type="checkbox"/> None <input type="checkbox"/> Yes. Please cite applicable statute or regulations:			
ARCHIVES USE ONLY			
Box No(s).		Total Cubic Feet _____	Total Size GB/TB _____ (digital only)
Under AS 40.21, the transferring agency hereby transfers the public records listed above to the official custody and jurisdiction of the Alaska State Archives with the understanding that the records will become and/or remain the property of the State of Alaska and shall be stored, referenced, and managed only in accordance with applicable state and federal laws, state and federal regulations, the policies and procedures of the Alaska State Archives, and the instructions of the State Archivist. The transferring agency certifies that any restrictions on the use of these records are listed above.			
TRANSFERRING AGENCY:		ALASKA STATE ARCHIVES	
SIGNATURE:	DATE:	SIGNATURE:	DATE:
Name and Title		Karen Gray, State Archivist	