

STATE OF ALASKA
 DEPARTMENT OF EDUCATION & EARLY DEVELOPMENT
 ALASKA STATE ARCHIVES/RECORDS &
 INFORMATION MANAGEMENT SERVICE (ASA/RIMS)
 P.O. BOX 110525
 141 WILLOUGHBY AVENUE
 JUNEAU, ALASKA 99811-0525
 T: (907) 465-2317/2275
 F: (907) 465-2465

For RIMS Use Only	
RTL No.	No. of Boxes/Reels
Page 1 of	Date

RECORDS TRANSFER LIST

1. Department	2. Dept. No.	3. Division	4. Agency Name/ID No.
5. Location of Records (Street Address)		6. Mailing Address	
7. Records Officer	8. Contact Person	9. Contact Person Email	10. Contact Person Phone No.

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

	11. Retention Schedule No.	12. Item No.	13. Records Series Title (Use the same records series title as on the Records Retention Schedule)	14. Inclusive Dates	15. Disposition Date	16. Agency Box/Reel No.	17. Records Center Barcode No.
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RECORDS TRANSFER LIST CONTINUATION				Agency ID	RTL No.		Page 2 of	
	11. Retention Schedule No.	12. Item No.	13. Records Series Title (Use the same records series title as on the Records Retention Schedule)	14. Inclusive Dates	15. Disposition Date	16. Agency Box/Reel No.	17. Records Center Barcode No.	
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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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