DEPARTMENT OF GENERAL SERVICES – STATE RECORDS MANAGEMENT CENTER P.O. BOX 275, JESSUP, MD, 20794 - TELEPHONE: 410-799-1930 - FAX: 410-799-8532 EMAIL: DGS.SRC@MARYLAND.GOV

RECORDS TRANSMITTAL AND RECEIPT

AGENCY		ACCESSION NO.			DATE REC'D
DIVISION/UNIT					RM CODE
MAILING ADDRESS		RANGE	SECTION(S)	NO. OF CU. FT.	TOTAL CU. FT.
PHONE NO.: EMAIL:		RECORDS CENTER MANAGER			
AGENCY OFFICIAL		TO BE COMPLETED AT STATE RECORDS MANAGEMENT CENTER			
вох	DESCRIPTI	ON OF RECOP	RDS		SCHEDULE NO., ITEM NO. AND DISPOSAL DATE