

DEPARTMENT OF GENERAL SERVICES
P.O. BOX 275, JESSUP, MD. 20794 (TELEPHONE 799-1379)
RECORDS TRANSMITTAL AND RECEIPT

Directions: Please Type Or Print Clearly All Entries

A. Agency 1.	Accession No.	Date Rec'd
		RM Code
B. Division/Unit	Location Range Section(s)	No. of Cu. Ft.
C. Mailing Address		
D. Phone No.	Records Center Manager	
E. Agency Official	To Be Completed At State Records Management Center	

2. Box Numbers	3. Description of Records with Inclusive Dates	4. Disposal Authority Schedule, Item No. Disposal Date
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