

**TRANSMITTAL FORM FOR PERMANENT MATERIALS TO BE
SENT TO THE OFFICE OF ARCHIVES AND RECORDS**

Use for documents, files, photographs, etc.

Please provide as much information as possible.

Do not write on the records or use post-a-notes, tape, or staples.

I am submitting (circle one): Individual/Loose Items File Folders Record Boxes

Number of items/files/boxes being submitted: _____

Name of the Office/Committee/Event/Individual from which these materials originated: <i>(Please provide full title and name if the originating source is an individual.)</i>
Date(s) of materials being submitted (if applicable):
Location(s) related to materials submitted (if applicable): <i>(Do not abbreviate.)</i>
Name, title, phone number, and e-mail of the individual submitting materials:
Type of materials being submitted (i.e. photograph, report, pamphlet, etc.):

Revised August 2011

Are there any privacy restrictions or security concerns with regards to the materials?

Yes No If yes, please explain: _____

Additional notes regarding the history of the record/s – Who, What, When, Where, Why:

Signature

Date

Please contact Carolyn S. Denton (cdenton@archatl.com or 404-920-7692) or Bridget Lurette (blurette@archatl.com or 404-920-7693) for additional information.