UNIVERSITY OF SOUTH ALABAMA TEMPORARY RECORDS TRANSMITTAL REQUEST

Instructions:

Complete Sections 1 & 2, obtain signatures and send completed form to:

Deborah Gurt

USA Archives - Marx 300

If you have any questions please contact Deborah Gurt at (251) 341-3900 or dgurt@southalabama.edu

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| Section 1 | | | |
|-----------------|-------------------|--|--|
| Name: | Supervisor: | | |
| Office Address: | Department: | | |
| Telephone: | Fax: | | |
| Today's Date: | Total # of Boxes: | | |

Section 2

| Departmental Record Title | RDA Record Title and Page # As listed in Records Disposition Authority | Date Span mm/dd/yy- | Volume (cubic feet) |
|------------------------------|---|------------------------|------------------------|
| | As instea in Records Disposition Autionty | mm/dd/yy | (cubic feet) |
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Custodian of Records

Date

Supervisor

Date

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