



Louisiana State Archives – Records Management
Louisiana Secretary of State
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SSARC-103 (11/2023)

Records Center Transmittal Form

Agency Contact Information								
Agency No. (See Retention Schedule):								
Agency Name / Department / Section:								
Address:								
Name of Records Officer and Title:								
Phone:					Email:			
Date:					Expected Disposal Date of Records:			
Total No. of Boxes on this Page:					Total No. of Boxes in Delivery:			
Page No.:					Total Pages of Transmittal Form:			
Records Center Box No. (RC Use Only)	Agency Box No.	Beginning Date of Records		Ending Date of Records		Records Series Information (Refer to Agency's Retention Schedule to Complete)		
		Month	Year	Month	Year	Page No.	Item No.	Records Series Title
SECTION BELOW FOR RECORDS CENTER USE ONLY								
Date Received:				Delivered & Verified By (Please print name):				
Total No. of Boxes Received								