

Archives Transmittal Form

Revised June 2020

Use for documents, files, photographs, artifacts, etc. Do not write on the records themselves. Do not use post-a-notes or tape. This form should be used for both paper and digital materials. Include completed form with the materials and contact the Office of Archives and Records at archives@archatl.com to arrange transfer.

Submitting (check one): Loose Items File Folders Boxes Digital Files

Number of items/files/boxes being submitted: _____

Name of the Office/Committee/Event/Individual from which the 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>
Type of materials being submitted (i.e. photograph, report, pamphlet, etc.)
List any privacy restrictions or security concerns related to the materials
Additional notes regarding the history of the record(s) – Who, What, When, Where, Why
Name, title, phone number, and email of the individual submitting materials

Signature: _____

Date: _____