

TRANSFER SHEET

Oversize _____ Map _____ Photograph _____ Audio tape _____ Videotape _____

5.25 inch floppy disk _____ 3.5 inch floppy disk _____ ZIP drive _____ Other _____

Transferred from

Agency:

Series:

Box number and folder title:

Description:

Transferred to:

Box number:

Folder title/item number:

Date of transfer:

By: