MULTNOMAH COUNTY RECORDS TRANSMITTAL FORM

Email completed forms to: records@multco.us

CONTROL NUMBER: Please leave blank:	1) Department (or specify NON) and Agency information:

The following information can be obtained from your retention schedule: https://multco.us/records/retention-schedules.
Refresher on Transferring Records to the Records Center: https://multco.us/file/10480/download

2) Record Series Title: Please fill in the series title of the Records you are sending us. List only one series or group of records per transmittal.	**3) Series Number:**

The following information should be inclusive for all items being sent on this transmittal:

4) Total number of boxes:	**5) Date range for all boxes:**	**6 Destruction date(s):** Please leave blank

If you need labels, please check here ☐ How many? _____	If you need a shelf inventory once shipment is completed, please check here ☐

The following information should be provided for each box:

Box Number	**Beginning and Ending Contents** (Examples: A – B; 100 – 150; Smith – Wheeler)	**Beginning Date**	**Ending Date**

Shipping Instructions – to be completed by Records Staff:

☐ Boxes are Scheduled For Pick-up On _____ Shipping will be billed to m-code

☐ Shipment is Less Than 11 Boxes. Please send 2 boxes per day through interoffice mail to **425/Records.**

MAIL STOP	CONTACT PERSON	TELE Ext	DATE
RECORDS MANAGEMENT **425 / RECORDS**	RECORDS STAFF:	**503-988-3741**	DATE

PLEASE RETAIN THIS COPY FOR FUTURE REFERENCE.

Form updated: 8/11/2017