

Email completed forms to: records@multco.us

CONTROL NUMBER: Please leave blank:	1) Department (or specify NON) and Agency information:
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*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:
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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
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If you need labels, please check here <input type="checkbox"/> How many? _____	If you need a shelf inventory once shipment is completed, please check here <input type="checkbox"/>
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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.