|  |  |
| --- | --- |
| LVAlogo_B&W  Archives, Records and Collection Services Division  800 E. Broad St., Richmond VA 23219  (804) 692-3600 | **Archival Transfer List and Receipt**  (Form ARC-1 August 2013)  **SEE INSTRUCTION SHEET FOR MORE DETAILS** |

|  |  |  |
| --- | --- | --- |
| For library use only: | **Record Group Number** \_\_\_\_\_\_\_\_\_\_\_\_\_ | **Accession Number** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **1. Agency / Locality / Other Entity** | | | | **2. Department Name** | | | |
| **3. Agency / Locality Contact** | | | **4. E-mail Address** | | | **5. Phone Number & Extension** | |
| **6. Record Pickup Address** **Room, Building, Street, City and Zip Code** | | | | **7. Mailing Address** **If different from pickup address** | | | |
| **8. Restrictions to Use or Access**   |  |  | | --- | --- | | No | Yes, explain and provide code citation: | | | | | **9. Special Notes** | | | |
| **10. Media Format Please check all that apply**   |  |  |  | | --- | --- | --- | | CD/DVD | Fiche | Paper | | Electronic | Microfilm | Other | | | | | **11. ARC-2 (Folder List)**   |  | | --- | | Submitted electronically with ARC-1 Form (REQUIRED) | | | | |
| **12. Schedule Number** | | **13. Series Number One series per sheet** | | **14. Records Series Title** | | | |
| **15. Box Number** | **16. Box Contents**  **Beginning to end** | | | | | | **17. Date Range** |
|  |  | | | | | |  |
|  |  | | | | | |  |
|  |  | | | | | |  |
|  |  | | | | | |  |
|  |  | | | | | |  |
|  |  | | | | | |  |
|  |  | | | | | |  |
|  |  | | | | | |  |
|  |  | | | | | |  |
|  |  | | | | | |  |
| **18. Agency / Locality Records Officer** Print and sign name | | | | | **19. Date of Authorization** | | **Page** **of** |
| **Transfer Received By** | | | | | **Date Received** | | |