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| LVAlogo_B&W  Archives, Records and Collection Services Division  800 E. Broad St., Richmond VA 23219  (804) 692-3600 | **Archival Transfer Folder List**  (Form ARC-2 October 2011)  **SEE INSTRUCTION SHEET FOR MORE DETAILS** |

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

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| **1. Agency / Locality / Other Entity** | | | **2. Department Name** | |
| **3. Schedule Number** | | **4. Series Number One series per sheet** | **5. Record Series Title** | |
| **6. Box Number** | **7. Folder Number** | **8. Folder Title/Contents** | | **9. Date Range** |
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