

TRANSFER FORM

This form is to be used to transfer public records created or managed in one office, agency, board, bureau or commission to the West Virginia State Archives or another official office of record. Form is to be transacted in three copies and sent to the Director of Archives and History for approval. One copy will be returned to office making transfer of records, one to office receiving records, and one will be retained by the West Virginia State Archives.

PUBLIC OFFICE TRANSFERRING RECORD(S)

LIST RECORD BOOKS BY NAME, VOLUME NUMBER AND INCLUSIVE DATES OR BY RECORD BOX, BOX NUMBER AND INCLUSIVE DATES

| NAME | NUMBER | INCLUSIVE DATES |
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Use Additional Listing As Needed.

Official Making Transfer

Official Receiving Transfer

Signature

Signature

Date

Date

Director, Archives & History

Signature

Date