

Wayne County Records Transfer List to the RECORDS CENTER

Page _____ of _____

1) DEPARTMENT NAME: _____ 2) DEPARTMENT # _____

3) STORAGE SPACE RELEASED: _____ SQ. FT.

4) FILING EQUIPMENT RELEASED:

OFFICE SPACE RELEASED: _____ SQ. FT.

NUMBER LEGAL SIZED CABINETS _____

NUMBER LETTER SIZED CABINETS _____

OTHER EQUIPMENT RELEASED _____

5) AUTHORIZED DEPT. REP.: _____

6) TITLE: _____

PLEASE PRINT OR TYPE

7) BOX #	8) RECORDS TITLE (GIVE DESCRIPTION)	9) YEARS COVERED	10) RRDS#	11) DESTRUCTION DATE	12) DATE DESTROYED	13) BIN #

14) DEPT. REP. SIGNATURE: _____ DATE: _____

15) RECORDS RECEIVED BY: _____ DATE: _____

16) ADDITIONAL COMMENTS: (NOTE IF RECORD IS A DUPLICATE OR ORIGINAL, CONFIDENTIAL, OVERSIZED, ETC.)