Record Transfer

Archives & Records
Fairfax County Public Library

6800-A Industrial Rd.
Springfield, VA 22151
Tel: (703) 658-3775 Fax: (703) 642-2832

(Record Center Use Only Accession Location)

1. Date:

2. Accession #:

3. Total # Record Ctr. Boxes:

Total # Plan size Boxes:

4. Agency Sending Records
(Do Not abbreviate)

5. Location Agency:

6. Person Sending Records: Phone:

7. Agency Director or Designee: Date:
(signature)

8. Cite restrictions: None

9. Box #	10. Description of Records	11. Ending-Closing Date	12. Destroy-Date

Form 02 Archives 6-06

Print Clear