



RECORDS TRANSMITTAL FORM

Muscookee County School District
 Records Management Department
 5661 Lorenzo Road
 Columbus, GA 31904-4547
 706-748-2382

1. From: (Name and Address of School/Department Transferring Records)

2. Department Head/Principal: (Signature and Date)

3. Person to Contact for Information:

4. Location of Boxes:

5. Shredding

6. Archives/CUM Folders

Description	Year	Box Number	Description	Year	Box Number
			<p>7. Records Received By: (Signature and Date)</p>		