RECORD TRANSFER

Office of Information Technology - Records Management Division
Knox Central Building, 1000 N. Central Street
Phone: 865-215-5656 FAX: 865-215-5665

Please read boxing and transfer instructions prior to completing this form. **Keep copies of completed record transfer forms in a secure location!**

1. Department/Agency	2. Person Responsible for Transfer, Telephone No., & Date	3. This is Page _____ of _____ Total Pages

4. Your Box/Item No.	5. Name/Description of Record Series (Attach additional pages if needed)	6. Inclusive Dates	7. Retention/Location/ Permanent Number

8. Date Received/Records Management Sign-off