



INSTRUCTIONS:

1. Complete all items and send to the Dept. of Central Printing & Mail - Records Services Division, Rt. 12 County Complex, Bldg 5A.
2. A completed Records Transfer Form must accompany all boxes sent to storage.
3. For assistance, call extension 4150 or email: records@co.hunterdon.nj.us
4. Storage Location Number & Disposition will be assigned by Records Staff [4]

RECORDS TRANSFER FORM							Page _____	
DEPARTMENT							DATE COMPLETED	
CONTACT PERSON (Name, Title, Phone Number)						[4] DISPOSITION CODE A – Archives D - Destroy		
ACCESS RESTRICTIONS:								
BOX NUMBER	RECORD SERIES TITLE	INCLUSIVE DATES	RANGE	RECORD SERIES NUMBER	[4] DISPOSITION		[4] STORAGE	
					DATE (Month / Year)	[4]CODE	LOCATION NUMBER	
RECEIVED BY (Name and Title)		DATE RECEIVED		COMMENTS				

**Please retain a copy for your records - Once Disposition and Location are confirmed a Departmental Copy will be returned to you.
Please refer to this location number when requesting documents.**