MINNESOTA HISTORICAL SOCIETY

STATE ARCHIVES DEPARTMENT

TRANSFER OF RECORDS TO STATE ARCHIVES

MHS USE ONLY	
Received By	
Date	No. Boxes
Comments	

Instructions:

1. Pack all records in standard records storage boxes, unless otherwise authorized by Archives staff.
2. Sequentially number boxes.
3. Records must be in labeled folders or otherwise clearly identified.
4. Retain one copy of this form for your records. Send original with your records to State Archives at the address below.
5. Transferred records cannot be withdrawn from the Archives except in special circumstances. Records are available for use in the Society's Library at 345 Kellogg Boulevard West, St. Paul, Minnesota 55102-1906 (Telephone 651-259-3260; Fax 651-296-9961).
6. For additional space, use continuation pages.

Agency	Division/Section	Telephone ( )
Address	City, State, Zip Code	
Name/Title of Person Transferring Records (Print or Type)	Signature	Date

RECORDS TRANSFERRED

Box Number	Description of Records in Each Box (including files, titles, and subtitles)	Inclusive Dates of Records

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