

ELCA RECORDS TRANSMITTAL FORM

ELCA Unit	Records Expiration Date	Box Number (assigned by R.M.)	
Records Series Title		Date of Records	
		From	To
Additional Records Description			
Records Storage Approval			
Sent to Records Center by	Date	Approved for Storage by	Date
Records Destruction Authorization			
Signature	Date	Destruction Method	
		Archive	
		Shred	
		Recycle	

1. Use only standard size bankers boxes (10"H x 12"W x 15"D).
2. Contact the Records Manager at ext. 2811 to assign the box number.
3. Print 3 copies (unit copy, box label, records manager). Place the form in the sleeve at the end of the box.
4. E-mail the form to the Records Manager.