
RECORDS TRANSMITTAL AND RECEIPT

1. To: Metro Records Management
Metro Southeast
1417 Murfreesboro Pike
Nashville, TN. 37217

2. From:

3. Department/Division Head (Signature and Title)	Telephone: Date:
4. Department Records Officer (Signature and Title)	Telephone: Date:
5. Records Received in Metro Records Center by:	Telephone: Date:
6. Access Restrictions:	7. Total Boxes Transferred:

This form must be filled out and signatures obtained prior to the transfer of records.

A copy of the completed Transmittal Spreadsheet must be attached.

A copy of all paperwork signed by Metro Records Management staff will be sent to your office as evidence of a successful transfer.