

INSTRUCTIONS

WITH TRANSFER OF RECORDS, transmit a copy of this transfer list to the Ohio State Archives. The form should be placed inside the first box.

Legislature: State if records originated in “House” or “Senate” an member’s or Committee’s name. Also give the office room number and office phone number.

Home Address: This is the contact information for the representative/senator. We ask for it incase there are personal records that the representative/senator may want returned after leaving office.

Accession number: To be assigned by Archives staff.

Number of boxes: Enter only number of boxes transferred, regardless of size.

Box number: List each box or container included in the shipment in numeric sequence starting with “1”. Make sure each box is numbered accordingly.

Description of records: Describe the records in general terms, either at the box or individual file level.

Years covered by records: Enter the dates of the records.

Archives storage location number: To be assigned by Archives staff.

Please note that the State Archives is unable to accept the following types of materials:

- *Constituent correspondence*
- *Responses to mass mailing surveys*
- *Personnel files*

If you are uncertain whether to send materials, please contact Patty Davis, Government Records Archivist, at the State Archives at (614)297-2559 or by email, pdavis@ohiohistory.org.

A copy of the transfer form will be returned to acknowledge receipt of the materials.