

KATE BROWN  
SECRETARY OF STATE

BARRY PACK  
DEPUTY SECRETARY OF STATE



ARCHIVES DIVISION  
MARY BETH HERKERT  
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RECORDS CENTER  
4298 22nd Avenue NE  
Salem, Oregon 97301  
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## RECORDS TRANSMITTAL REQUEST FORM

Oregon State Records Center Phone #: 503-390-2258 Fax #: 503-390-2312

Oregon State Records Center Address: OREGON STATE RECORDS CENTER  
4298 22<sup>nd</sup> Avenue NE  
Salem, OR 97310

### REQUIRED INFORMATION:

Your Name \_\_\_\_\_

Phone #: \_\_\_\_\_

Agency Name: \_\_\_\_\_

Address: \_\_\_\_\_

Series Title: \_\_\_\_\_

Dates of Contents: \_\_\_\_\_

Total Number of Boxes: \_\_\_\_\_

Retention Schedule/Series #: \_\_\_\_\_

Retention Length: \_\_\_\_\_

Destruction Date: \_\_\_\_\_