City and Borough of Sitka
Records Center
4600 Sawmill Creek Road
Sitka, Alaska 99835
Phone: (907) 747-3890
Fax: (907) 747-4940

FOR RECORDS CENTER USE ONLY
Records location will be filled in by Records Archivist

Signature:_____
Date Records Arrived:_____
Total Number of Pages:_____

RECORDS TRANSFER LIST

Department

Record Coordinator E-Mail Address

Physical Location

Printed Name and Signature of Records Department Coordinator

Phone Number

Fax Number

Access to Records

- ☐ **Restricted to (Position Title):**
- ☐ **Non-Restricted**
- ☐ **Restricted to Personnel in the above named Department**

(Additional access is by written authorization from the Department Head or Designee)

Series No.	Record Description	Material Dates	Disposition Date	FOR RECORD CENTER USE Aisle	Section	Shelf	Box