



City Archives
 New Orleans Public Library
 219 Loyola Avenue
 New Orleans, LA 70112

Ph: 596-2610 | Fx: 596-2609 | Email: archivist@neworleanspubliclibrary.org

Transmittal of Records to the City Archives

1. Agency Transferring Records:

2. Contact Person:

3. Phone:

4. Email:

5. Type of records being transferred:

Check all that apply: paper documents maps, blueprints, engineering drawings bound volumes photographs, slides, negatives microforms
 videotapes, motion pictures audio tapes/cassettes computer disks/magnetic tape

6. **Description of Records** [If agency has an officially approved retention schedule, use the title of the records, as it appears on the schedule. If no retention schedule has been approved, describe the record as accurately as possible (i.e., "correspondence," "subject files," "minutes," "press releases," etc.)]

7. **No. of Boxes/Vols/ Other**

8. **Inclusive Dates:**

9. **Archives Location**
[City Archives will fill this out]

Legal Custody of records listed above is hereby transferred to the City Archives (per Home Rule Charter, City of New Orleans, Sec. 94-38)

Signed:

10. **Agency Representative:** _____ **Date:** _____

11. **Receiving Archivist:** _____ **Date:** _____