

# UNIVERSITY OF SOUTH ALABAMA

## TEMPORARY RECORDS TRANSMITTAL REQUEST

**Instructions:**

Complete Sections 1 & 2, obtain signatures and send completed form to:

Deborah Gurt  
USA Archives - Marx 300

If you have any questions please contact Deborah Gurt at (251) 341-3900 or [dgurt@southalabama.edu](mailto:dgurt@southalabama.edu)

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**Section 1**

Name:	Supervisor:
Office Address:	Department:
Telephone:	Fax:
Today's Date:	Total # of Boxes:

**Section 2**

Departmental Record Title	RDA Record Title and Page # <small>As listed in Records Disposition Authority</small>	Date Span <small>mm/dd/yy- mm/dd/yy</small>	Volume <small>(cubic feet)</small>

\_\_\_\_\_

Custodian of Records

\_\_\_\_\_

Date

\_\_\_\_\_

Supervisor

\_\_\_\_\_

Date

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**APPROVAL**

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

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**RECEIPT**

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Send copy of form to the Executive Director of USA Libraries