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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 22nd 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: \_\_\_\_\_