

WYOMING STATE ARCHIVES  
Cultural Resources Division  
Department of State Parks & Cultural Resources  
Barrett Building, Cheyenne, WY 82002  
Telephone (307)777-7826

### TRANSFER OF ELECTRONIC RECORDS

Date \_\_\_\_\_ MA# \_\_\_\_\_

Date Material Received \_\_\_\_\_

To Archives or Records Center \_\_\_\_\_ Dept. Code: \_\_\_\_\_

Department \_\_\_\_\_

Division \_\_\_\_\_ Section \_\_\_\_\_

Title of Records \_\_\_\_\_

Dates \_\_\_\_\_ Volume \_\_\_\_\_

Description (or see attached listing)

Media Sent (CD, Optical Disk, Tapes, Zip, Floppy) \_\_\_\_\_

Capacity & Speed \_\_\_\_\_

Software & Version \_\_\_\_\_

Expected date of software migration \_\_\_\_\_

Expected date of media refreshment or upgrade \_\_\_\_\_

Have records been printed or transcribed? \_\_\_\_\_

Mac or PC \_\_\_\_\_

Retention Period \_\_\_\_\_

Restrictions:

\_\_\_\_\_  
Department Head or Records Officer

Please sign and return  
to State Archives