

GOVERNMENT RECORDS, WYOMING STATE ARCHIVES
Cultural Resources Division
Department of State Parks & Cultural Resources
Barrett Building, Cheyenne, WY 82002

For WSA Use Only
MA# _____

Tel (307) 637-4887 Archives: Permanent Records
Tel (307) 777-7040 Records Center: Non-Permanent Records

TRANSFER OF RECORDS – TO STATE ARCHIVES or STATE RECORDS CENTER

Transfer Date _____ Department Code _____
Department _____
Division _____ Section _____
Title of Records _____
AR1# of Records _____
Date Range of Records _____ No of Boxes _____

(Note: Please use one AR9 form for Permanent Records and a separate AR9 for Non-Permanent Records. If transferring records with multiple titles, please list all AR1#'s and record titles in space provided below.)

- Check One: Transfer for microfilming
 Transfer of nonpermanent records to State Records Center
 Transfer of permanent records to State Archives
(Note: Transfer to State Archives constitutes a transfer of custody)

Department Head or Records Officer

Please sign, complete contact information, and return to the above address

<u>Agency Records Transfer Contact</u>	
Name:	_____
Phone:	_____
Building:	_____ Room No: _____
Mailing Address:	_____
