

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