



for **Contractors/Vendors** for **Government Entities** for **State Employees** for the **Public**

## View Schedule

[Return to Welcome](#)

Schedule

- [General Schedule List](#)

[Search](#)

[Agency/Divison/](#)

[Section List](#)

[Login](#)  
[Help](#)

[Site Map](#)  
[Search](#)  
[DAS Home](#)  
[State Home](#)  
[Agency](#)  
[Contacts](#)

**Series**  
**Authorization No:** 10551411      **Agency:** AGO      **Division:** WC60      **Section:** NA      **Revision:** 0

**Agency Series No.:** 60-OAG-25      **Record Series Title:** Regional Transfer Forms  
**Record Series Description:** Form used to track delivery and receipt of documentation between regional offices. Form includes claimant name, claim number, box number and description of what is included in the box being transferred to or from a regional office. Form also contains signature and date stamp of when box was received.

**Agency Web Link:**

---

**Confidential Description**      **Vital Description**

---

Media	Retention Period	Retention Justification	Method of Disposal
Paper	6 months		Recycle

**Approvals:**

Created		Date: 1/31/2011
Approved	Pari Swift, Records Officer	Date: 1/31/2011
Approved	Michael Hardenbrook, Record Administrator	Date: 2/14/2011
Approved	Fred Previts, State Archivist	Date: 2/15/2011
Approved	Martin Meeks, State Auditor	Date: 2/16/2011

**Notes:**

Note Date	Note Description	User