

**PRINCE GEORGE'S COUNTY  
OFFICE OF CENTRAL SERVICES  
GENERAL SERVICES DIVISION  
RECORDS MANAGEMENT CENTER**

**RECORDS TRANSMITTAL AND RECEIPT**

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TO: Records Center, 7600 Jefferson Avenue, Landover, MD 20785 (301) 883-0367

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FROM: (Agency, Activity, Subactivity)

DATE:

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TELEPHONE NUMBER

AGENCY RECORDS MANAGER

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AGENCY OFFICIAL (Signature & Title)

RECORDS RETENTION & DISPOSAL SCHEDULE NO.

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BOX NO.	DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	RETENTION SCHEDULE	RECORDS CENTER USE	
		ITEM NO. & DISPOSAL DATE	BOX NO.	LOCATION

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RECEIPT OF THE ABOVE LISTED RECORDS IS ACKNOWLEDGED. PLEASE KEEP THIS TRANSMITTAL CERTIFICATE FOR FUTURE REFERENCE.

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SIGNATURE

TITLE

DATE

Figure 5