CITY & BOROUGH OF SITKA
Records Center
601 Alice Loop
Sitka, Alaska 99835
Phone: (907) 747-1826 • Fax: (907) 747-7403

RECORDS TRANSFER LIST

FOR RECORDS CENTER USE ONLY
Records location will be filled in by Records Archivist

Records Transferred _____

Records Indexed _____

Department: Municipal Clerk

Printed Name and Signature of Records Department Representative

Access to Records

☐ **Restricted to (Position Title):** ☐ **Non-Restricted**

☐ **Restricted to Personnel in the above named Department (Additional access is by written authorization from the Dept. Head or Designee)**

Series No.	Record Description	Material Date	Disposition Date	FOR RECORD CENTER USE Aisle	Section	Shelf	Box