

TRANSFER AND RECEIPT REPORT

On records transferred to the Central Archives (Archives)

Date of transfer:

Name/code of the transferring

organisational unit:

Name of the transferring

administrator:

Record identifiers:

Record holder numbe	records schedule item	Subject area / subject of records	Year of creation	Year of disposal

..... transferor
..... transferor archivist

* The report shall be prepared in two copies.