Records Management Department

**RECORDS TRANSMITTAL LIST**

CEET Building Room 263

541-885-1105

**For Office Use Only**:   
**Department Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Acce**ssion Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| 1. **Department:**   **President’s Office** | | | 1. **Department Accession Code:**   **001** | | |
| 1. **Prepared by:**   **Diana Angeli** | | | 1. **Phone Number:**   **5-1105** | | |
| 1. **Record Pickup Location** (Building and Room): **CEET 263** | | | | | |
| 1. **Are these Records Confidential?**   **Yes or  No** | | | 1. **Are These Records Permanent?**   **Yes or  No** | | |
| 1. **<http://arcweb.sos.state.or.us/pages/rules/oars_100/oar_166/166_475.html>**   OAR Series Number Example: (166-475-0000) (02) | | | 1. [**http://arcweb.sos.state.or.us/pages/rules/oars\_100/oar\_166/166\_475.html**](http://arcweb.sos.state.or.us/pages/rules/oars_100/oar_166/166_475.html)   **OAR Title: Administration Records** | | |
| 1. **Retention Years per OAR:**   Click here to enter Retention Years | | 1. **Expected Destruction Date:**   Click here to enter Expected Destruction. | | 1. **How many boxes?  2** | |
| 1. **Box Number**   For Office Use Only! | 1. **Detailed Description of Box(es)** | | | | 1. **Date Range** |
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| 1. **Department Records Officer:**   Click here to enter text. | | | 1. **Date of Transmittal Authorization:**   Click here to enter Transmittal Date. | | |
| 1. **Transmittal Approved By:**   Click here to enter text. | | | 1. **Date Approved:**   Click here to enter text. | | |

**After accurately and completely filling out the form, please E-Mail the form to** [**Records Management**](mailto:records.archives@oit.edu?subject=Records%20Transmittal)**.**