Records Transmittal and Receipt

Complete and send original and two copies of this form to the appropriate Federal Records Center for approval prior to shipment of records.

1. To (Complete the address for the appropriate records center serving your area)

As shown in FPMR 101-11.410-1

National Archives and Records Administration
NARA
Washington National Records Center
Washington, DC 20409

2. **Agency Transfer Author-ization** — Transferring Agency Official (Signature and title) (RMLO) — Date (mm/dd/yyyy)

3. **Agency Contact** — Transferring Agency Liaison Official (Name, office, and phone number)
Shirley King, (202) 402-7282, Rm. B-229
HUD Records Center Liaison Unit

4. **Records Center Receipt** — Records Received by (Signature and title) — Date (mm/dd/yyyy)

5. From (Enter the name of complete mailing address of the office retiring the records. This signed receipt of this form will be sent to this address.)

Dept. of Housing and Urban Development
Records Center Liaison Unit (AMSDR)
Room B-229, HUD Building
451 7th Street, SW
Washington, DC 20410

Fold line

6. **Records Data**

Accession Number RG (a)	FY (b)	Number (c)	Volume (cu. ft.) (d)	Agency Box Numbers (e)	Series Description (with inclusive dates(mm/dd/yyyy) of records) (f)	Rest-riction (g)	Disposal Authority (Schedule and item number) (h)	Disposal Date (mm/dd/yyyy) (i)	Completed by Records Center Location (j)	Shelf Plan (k)	Cont-Type (l)	Auto-Disp (m)

Note: Access to these Records is Restricted to persons approved by HUD officials.

StandardForm 135 (Rev. 6/76)
Prescribed by GSA
FPMR (41CFR) 101-11.4

135-106