

GOVERNMENT RECORDS, WYOMING STATE ARCHIVES  
Cultural Resources Division  
Department of State Parks & Cultural Resources  
Barrett Building  
2301 Central Avenue, Cheyenne, WY 82002  
Tel (307) 631-4640 or (307) 777-7826

For WSA Use Only

MA# : \_\_\_\_\_

## TRANSFER OF RECORDS TO WYOMING STATE ARCHIVES OR STATE RECORDS CENTER

Transfer Date: \_\_\_\_\_ Department Code: \_\_\_\_\_

Department: \_\_\_\_\_

Division: \_\_\_\_\_ Section: \_\_\_\_\_

Title of Records: \_\_\_\_\_

Retention Schedule Code of Records: \_\_\_\_\_

Date Range of Records: \_\_\_\_\_ No. of Boxes: \_\_\_\_\_

(Note: Please use one AR-9 for the entire shipment. If transferring records with multiple titles, please list all retention schedule codes and record titles in space provided below)

Check One: ☐ Transfer for scanning

☐ Transfer of Permanent Records to Wyoming State Archives

(Note: Transfer to Wyoming State Archives constitutes a transfer of custody)

\_\_\_\_\_  
Department Head or Records Officer

Please sign, complete contact information and return to the above address. Attach any support documents with this completed AR-9 form

### Agency Records Transfer Contact

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Building: \_\_\_\_\_ Room# \_\_\_\_\_

Mailing Address: \_\_\_\_\_