

Date of Transfer (YYYY MMM DD)

ARCS: 423-06

The attached list of files have been

Temporarily transferred (*)

for the period of _____ (YYYY MMM DD)

Permanently transferred (**)

(*) It is understood by all parties involved that temporary transfers are for a maximum of 20 working days unless otherwise agreed and the estimated return is recorded above.

(**) Please ensure a copy of this form is forwarded to the Ministry Records Officer for all permanent transfers of legal custody.

to the care and custody of:

Name:
Position:
Organization:
Address:
Phone Number:

from the care and custody of:

Name:
Position:
Organization:
Address:
Phone Number:

Comments / Instructions:

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Transferring Ministry Records Officer's Signature	Print Name	Date (YYYY MMM DD)
Receiving Ministry Records Officer's Signature	Print Name	Date (YYYY MMM DD)