From: Janell Tuttle
To: afernand@utah.gov; aftrupp@utah.gov; ahess@utah.gov; aschouten@utah.gov; beverlyperry@utah.gov; bmfinlay@utah.gov; cgee@utah.gov; chicks@utah.gov; dbetournay@utah.gov; dlambert@utah.gov; GERALEEMURDOCK@utah.gov; hdipo@utah.gov; hekker@utah.gov; hvanderw@utah.gov; jjameson@utah.gov; jolynhunting@utah.gov; julielewis@utah.gov; julrich@utah.gov; kariallen@utah.gov; kgurnsey@utah.gov; lhough@utah.gov; mhoffman@utah.gov; mjack@utah.gov; monicacarter@utah.gov; mseedal@utah.gov; nancy.kilpatrick@schools.utah.gov; reynaromero@utah.gov; sboulte@utah.gov; scox@utah.gov; sgoodrich@utah.gov; sheilamorrison@utah.gov; sjbuttars@utah.gov; slofgreen@utah.gov; stice@utah.gov
Date: 11/23/2005 4:30:43 PM
Subject: Records Officer Update

Dear Records Officer:

A few things have changed regarding transferring boxes to the State Records Center. When you send boxes to the Records Center you must have an appointment with a scheduled date and time. This assures that we have adequate staff on hand to accept your delivery.

Please remember that your boxes need to have the agency name, agency assigned box number (please make sure this is a unique number), and the record series number written on them in a permanent, black marker.

Remember to avoid over-packing boxes and to remove Pendaflex hanging file folders. After you have submitted your Records Transfer Sheet Julie Talbot will contact you to schedule a delivery date and time. You are also welcome to contact her to schedule a delivery date. The Records Center phone number is 801-975-4016 or the e-mail is recordscenter@utah.gov. We have a new Records Center manager named Mark Dalton. We are very excited to have him join our staff.

Attached is a picture of a box that can be used as an example for labeling your boxes.

If you are not the Records Officer for your agency please let me know who to contact instead.

Thank you-

Janell B. Tuttle
Utah State Archives
346 S. Rio Grande
Salt Lake City, UT 84101
jtuttle@utah.gov
801-531-3862
fax 801-531-3867

DEPARTMENT OF ADMINISTRATIVE SERVICES
UTAH STATE ARCHIVES & RECORDS SERVICE

AGENCY NAME (DEPT., DIV., & BUREAU):

UDOT / Permits Off.

RECORD SERIES NUMBER:

25326

AGENCY-ASSIGNED BOX NUMBER:

2005-01

Access Permits

BAR CODE LABEL
(ARCHIVES USE ONLY)