Transmittal of Records to State Records Center

SAMPLE III

Commonwealth of Massachusetts

Michael J. Connolly, Secretary of State

MMARS

DISPOSITION CODES (11)
1 Destroy
2 Transfer to Archives

DISPOSITION CONDITIONS CODES (12)
1 None
2 After Closure
3 After Superceded
4 After Microfilm
5 After Automation
6 After Applicable Audit
7 See Disposal Schedule

USE BLACK BALL POINT PEN. PRESS HARD.

Agency Code (1): COMPTROLLER — Executive Office

Division Code (2): ALPHA — DEPT. NAME, ADDRESS

(3) Agency Box No.	(4) Disposal Schedule No.	Yr.	Series	(5) SRC USE ONLY SRC Box No.	(6) Series Title and Contents of Box	(7) Cu Ft	(8) End Mo.	Yr.	(9) Ret. Period Years	(10) Disposition Mo. & Yr.	(11) Disp	(12) Cond
					DOCUMENTS PROCESSED IN BATCHES THRU MMARS							
1	058	87	054		PV 154-015 ---- 365+015 FY'92	1	06	92	7	06 98	1	1
2			021		EA 172-014 ---- 267+013							
3			032		IV 1000 2DPA401 ---- 5000 2DPA601							
4			065		RF 165-010 ---- 254+001							

Subdivision (Within Agency/Division	Date Submitted	Name of Person Transmitting Records	Phone No.	Boxes	SRC Use Only Received by	Date Received

ORIGINAL - RECORDS CENTER FILE