



**City Archives**  
 New Orleans Public Library  
 219 Loyola Avenue  
 New Orleans, LA 70112

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***Transmittal of Records to the City Archives***

1. Agency Transferring Records:

2. Contact Person:

3. Phone:

4. Email:

5. Type of records being transferred:

Check all that apply:    paper documents    maps, blueprints, engineering drawings    bound volumes    photographs, slides, negatives    microforms  
                                  videotapes, motion pictures    audio tapes/cassettes    computer disks/magnetic tape

6. **Description of Records** [If agency has an officially approved retention schedule, use the title of the records, as it appears on the schedule. If no retention schedule has been approved, describe the record as accurately as possible (i.e., "correspondence," "subject files," "minutes," "press releases," etc.)]

7. No. of  
Boxes/Vols/  
Other

8. Inclusive Dates:

9. Archives Location  
[City Archives will fill this out]


Legal Custody of records listed above is hereby transferred to the City Archives (per Home Rule Charter, City of New Orleans, Sec. 94-38)

**Signed:**

10. Agency Representative: \_\_\_\_\_ Date: \_\_\_\_\_

11. Receiving Archivist: \_\_\_\_\_ Date: \_\_\_\_\_