

## Instructions Vital Records Transmittal List

Please keep this sheet and refer to it if you have questions about filling out your Vital Records Transmittal List.

**Container Barcode**  
List container's bar code

**Description of Contents**  
Your description of contents.  
Check box in title bar for information on having this data captured electronically

**Return Date**  
Indicate date media needs to be returned

**A.C.**  
Choose from action codes listed above

**Item Barcode**  
If item uses DataSafe bar codes, list them here

**Creation Date**  
Indicate date media was created