

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