



STATE ARCHIVES RECORD TRANSMITTAL AND RECEIPT INDIANA COMMISSION ON PUBLIC RECORDS

State Form 48883 (8-98)

PAGE NO.	TOTAL PAGES
1	1

- INSTRUCTIONS: 1. This form is also available at <www.state.in.us/icpr/webfile/formsdiv/index.html>.
2. Complete and send entire form to State Archives prior to transfer.
3. A receipt will be given at the time the records are transferred.
4. **NOTES:** Please designate importance, if records are scheduled to be sampled.
5. Transmittal must be typed, printed, or reproduced electronically in order to ensure accuracy and legibility.

TO:	FROM:
STATE ARCHIVES INDIANA COMMISSION ON PUBLIC RECORDS 140 North Senate Avenue, Room 117 Indianapolis, Indiana 46204-2207 Telephone (317) 232-3660 FAX (317) 233-1085 E-mail <arc@icprlan.state.in.us>	Complete name / division and address of office of origin Office of the Governor 116 State House Indpls., IN 46204 Location / address where records may be picked-up Senate Ave. Storage Room 1st floor - State House

AUTHORIZATION TO TRANSFER RECORDS		
Signature of records / information coordinator <i>Charles McIntire</i>	Date signed 1/16/01	Telephone number 232-1200
E-mail address cmcintire@gov.state.in.us	FAX 232-3443	
Name of employee transferring records (if different than above) Jayelynn Willman, Correspondence Assist.		Telephone number 232-1080
RECEIPT OF RECORDS		
Signature of Archives employee receiving records <i>Lewis Smith</i>		
Printed name of Archives employee receiving records Lewis Smith		
Accession number	Date / time 1/19/2001	

RECORD SERIES INVENTORY						
USE ONE (1) TRANSMITTAL FOR EACH RECORD SERIES NUMBER. NUMBER BOXES IN A CONTINUOUS SEQUENCE, WITHIN EACH SERIES.						
BOX NO.	TOTAL	RECORD NAME	AGENCY NUMBER	NUMBER (eg. 83-789)	DATES	NOTES (See instructions above)
1	OF 2	Correspondence	030		1-2 April XXXXXX 1997	(A-R) (S-Z)
1	OF 1	Correspondence	030		3 May, 1997 (A-S) ✓	
1	OF 1	Correspondence	030		4 May S, thru June Z, 1997 ✓	
1	OF 1	Correspondence	030		5 July, 1997 (A-R) ✓	
1	OF 1	Correspondence	030		6 July S, thru Aug. K, 1997 ✓	
1	OF 1	Correspondence	030		7 Aug., 1997 (L-Z) ✓	
1	OF 1	Correspondence	030		8 Sept., 1997 (A-Z) ✓	
1	OF 1	Correspondence	030		9 Oct., 1997 (A-Z) ✓	
1	OF 1	Correspondence	030		10 Nov., 1997 (A-Z) ✓	
1	OF 2	Correspondence	030		11-12 Dec., 1997 (A-Z) A-O	P-2
1	OF 2	Correspondence	030		13-14 Jan., 1998 (A-Z)	(A-R) P-2 (S-Z)
1	OF 2	Correspondence	030		15-16 Feb., 1998 (A-Z)	A-L M-Z
1	OF 2	Correspondence	030		17-18 Mar., 1998 (A-Z)	(A-m) (n-z)
1	OF 1	Correspondence	030		19-20 April, 1998 (A-Z)	
1	OF 1	Correspondence	030		21 May, 1998 (A-W) ✓	
1	OF 1	Correspondence	030		22 June, 1998 (A-J) ✓	
1	OF 2	Correspondence	030		23-24 July, 1998 (A-Z)	(A-L) (M-Z)
1	OF 1	Correspondence (No response ltr)	030		25 Jan. - Dec. 1998 ✓	A-Z
1	OF 1	Execution Letters (Robert Smith)	030		26 1998 ✓	
OF						

DISTRIBUTION: White - State Archives file; Canary - Agency; Pink - State Archives processing



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Signature of records / information coordinator <i>Charles M. Miller</i>	Date signed 1/16/01	Telephone number 232-1200
E-mail address cmcintire@gov.state.in.us	FAX 232-3443	
Name of employee transferring records (if different than above) Jayelynn Willman, Correspondence Assist.		Telephone number 232-1080
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1	OF 2	Correspondence	030		A - Z April thru Dec 1997	
2	OF 1	Correspondence	030		May, 1997 (A-S)	
3	OF 1	Correspondence	030		May S, thru June Z, 1997	
4	OF 1	Correspondence	030		July, 1997 (A-R)	
5	OF 1	Correspondence	030		July S, thru Aug. K, 1997	
6	OF 1	Correspondence	030		Aug., 1997 (L-Z)	
7	OF 1	Correspondence	030		Sept., 1997 (A-Z)	
8	OF 1	Correspondence	030		Oct., 1997 (A-Z)	
9	OF 1	Correspondence	030		Nov., 1997 (A-Z)	
10	OF 2	Correspondence	030		Dec., 1997 (A-Z)	
11	OF 2	Correspondence	030		Jan., 1998 (A-Z)	
12	OF 2	Correspondence	030		Feb., 1998 (A-Z)	
13	OF 2	Correspondence	030		Mar., 1998 (A-Z)	
14	OF 2	Correspondence	030		April, 1998 (A-Z)	
15	OF 1	Correspondence	030		May, 1998 (A-Z)	
16	OF 1	Correspondence	030		June, 1998 (A-J)	
17	OF 2	Correspondence	030		July, 1998 (A-Z)	
18	OF 1	Correspondence (No response ltr)	030		Jan. - Dec. 1998	
19	OF 1	Execution Letters (Robert Smith)	030		1998	
OF						

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ACCESSION REGISTER

Agency: Gov. Frank O'Bannon
Division: Governors Office
Record Series GRADM-4
Date: 1/29/2001

Record title	Cubic ft. or Microfilm reels?	Comments
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Constituent Correspondence 1997-1998

1. Box 1/26	105204	46-F-2	April 1997	A-R	
2. Box 2/26	105205	46-F-2	April 1997	S-Z	
3. Box 3/26	105206	46-F-2	May 1997	A-S	
4. Box 4/26	105207	46-F-3	May 1997	S-Z ,	June 1997 A-K
5. Box 5/26	105208	46-F-3	July 1997	A-R	
6. Box 6/26	105209	46-F-3	July 1997	S-Z ,	June 1997 A-K
7. Box 7/26	105210	46-F-4	Aug 1997	L-Z	
8. Box 8/26	105211	46-F-4	Sept. 1997	A-Z	
9. Box 9/26	105212	46-F-4	Oct. 1997	A-Z	
10. Box 10/26	105213	46-F-5	Nov. 1997	A-Z	
11. Box 11/26	105214	46-F-5	Dec. 1997	A-O	
12. Box 12/26	105215	46-F-5	Dec. 1997	P-Z	
13. Box 13/26	105216	46-F-6	Jan. 1998	A-O	
14. Box 14/26	105217	46-F-6	Jan. 1998	P-Z	
15. Box 15/26	105218	46-F-6	Feb. 1998	A-R	
16. Box 16/26	105219	46-F-7	Feb. 1998	S-Z	
17. Box 17/26	105220	46-F-7	Mar. 1998	A-L	
18. Box 18/26	105221	46-F-7	Mar. 1998	M-Z	
19. Box 19/26	105222	46-F-8	April 1998	A-M	
20. Box 20/26	105295	46-F-8	April 1998	N-Z	
21. Box 21/26	105296	46-F-8	May 1998	A-W	
22. Box 22/26	105297	46-G-1	June 1998	A-J	
23. Box 23/26	105298	46-G-1	July 1998	A-L	
24. Box 24/26	105299	46-G-1	July 1998	L-Z	
25. Box 25/26	105300	46-G-2	Jan.-Dec. 1998	A-Z	
26. Box 26/26	105301	46-G-2	Jan.-Dec. 1998	Execution Letters	