



**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.

26 copies

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

| AUTHORIZATION TO TRANSFER RECORDS                                                                           |                              |                              |
|-------------------------------------------------------------------------------------------------------------|------------------------------|------------------------------|
| Signature of records / information coordinator<br><i>Chela Mc Intire</i>                                    | Date signed<br>1/16/01       | Telephone number<br>232-1200 |
| E-mail address<br>cmcintire@gov.state.in.us                                                                 | FAX<br>232-3443              |                              |
| Name of employee transferring records (if different than above)<br>Jayelynn Willman, Correspondence Assist. | Telephone number<br>232-1080 |                              |
| RECEIPT OF RECORDS                                                                                          |                              |                              |
| Signature of Archives employee receiving records<br><i>Lewis Smith</i>                                      |                              |                              |
| Printed name of Archives employee receiving records<br>Lewis Smith                                          |                              |                              |
| Accession number                                                                                            | Date / time<br>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           |                     | A - Z<br>1-2 April <del>XXXXXX</del> 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 ✓                                 |                                |

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



# STATE ARCHIVES RECORD TRANSMITTAL AND RECEIPT INDIANA COMMISSION ON PUBLIC RECORDS

State Form 48883 (8-98)

- 26 boxes*
- INSTRUCTIONS:**
1. This form is also available at <[www.state.in.us/icpr/webfile/formsdiv/index.html](http://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:                                                                                                                                                                                                                                  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>STATE ARCHIVES<br/>INDIANA COMMISSION ON<br/>PUBLIC RECORDS</b><br>140 North Senate Avenue, Room 117<br>Indianapolis, Indiana 46204-2207<br>Telephone (317) 232-3660<br>FAX (317) 233-1085<br>E-mail <arc@icprlan.state.in.us> | Complete name / division and address of office of origin<br>Office of the Governor<br>116 State H0use<br>Indpls., IN 46204<br>Location / address where records may be picked-up<br>Senate Ave. Storage Room<br>1st floor - State House |

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

# 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                                |
|---------------------------------------------|-------------------------------|-----------------------------------------|
| <b>Constituent Correspondence 1997-1998</b> |                               |                                         |
| 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 |