



# Vermont State Archives and Records Administration

Office of the Secretary of State

1078 US RTE 2, Middlesex • Montpelier, VT 05633-7701 • Tel: (802) 828-3700 • Fax: (802) 828-3710

## INTERFILE TRANSFER COVER SHEET

**You must have an *Authorization to Interfile* before submitting interfiles.**  
**DO NOT USE THIS FORM UNLESS AUTHORIZED BY VSARA TO TRANFER THIS INTERFILE.**  
 This cover sheet must be attached to each interfile (new record or files to be merged into an existing box).

Sender (Records Officer or Liaison): \_\_\_\_\_ Date: \_\_\_\_\_

Agency/Department/Division/Office: \_\_\_\_\_

File Name, Number or Heading	Dept. Box Number	Computer Box Number
		<i>(leave blank)</i>

<i>This Box For State Record Center Use Only</i>		
File Received At State Records Center By:		Date File Received:
Filed By:		Date Filed:
<input type="checkbox"/> Filed in box indicated above by sender.	Filed In User Box #:	Filed In Computer Box #:
<input type="checkbox"/> Box indicated by sender is full. <i>(fill in boxes at right)</i>		



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