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| LVAlogo_B&WArchives, Records and Collection Services Division800 E. Broad St., Richmond VA 23219(804) 692-3600 | **Archival Transfer Folder List**(Form ARC-2 October 2011)**SEE INSTRUCTION SHEET FOR MORE DETAILS** |

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| For library use only: | **Record Group Number** \_\_\_\_\_\_\_\_\_\_\_\_\_ | **Accession Number** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **1. Agency / Locality / Other Entity**      | **2. Department Name**       |
| **3. Schedule Number**      | **4. Series Number One series per sheet**      | **5. Record Series Title**      |
| **6. Box Number** | **7. Folder Number** | **8. Folder Title/Contents** | **9. Date Range** |
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