

Berkeley County Records Center

223 N. Live Oak Drive

Moncks Corner, SC 29461

Transmittal And Receipt

Page \_\_\_\_\_ of \_\_\_\_\_

Department: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Dept Box #	Records Title	Inclusive Dates	Retention Schedule #

Dept. Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

For Records Dept only:

Records Received By: \_\_\_\_\_

Date: \_\_\_\_\_

Report Sent to Dept. on: \_\_\_\_\_

Entered into Simple on: \_\_\_\_\_