DELTA AIR LINES CORPORATE ARCHIVES TRANSMITTAL FORM

DEPARTMENT REQUESTING TRANSFER

DEPT. NUMBER

______________________________________________________________________________

DIVISION

☐ Executive  ☐ Airport Customer Service  ☐ Corporate Communications  ☐ Corporate Services
☐ Credit Union  ☐ Customer Service  ☐ Finance  ☐ Legal  ☐ Marketing  ☐ Operations  ☐ Personnel
☐ Technical Operations  ☐ Other ________________________________________

TYPES OF MATERIALS (check all that apply)

☐ Three dimensional object  ☐ Photographic material  ☐ Book  ☐ Periodical  ☐ Original paper document
☐ Audio/Video tape  ☐ Other 2 dimensional material  ☐ Other

______________________________________________________________________________

DESCRIPTION OF MATERIALS (attach additional pages if necessary)

______________________________________________________________________________

STATEMENT OF DEPARTMENT REPRESENTATIVE

The materials described above and on the attached pages are hereby transferred to the Delta Air Lines Corporate Archives. The Archives may dispose of any containers, unused forms, blank stationary, duplicate records, or other nonrecord materials in any manner authorized by law or regulation without further consent of this department. I certify that I am authorized to act for this department on matters pertaining to the disposition of department materials.

Contact (please print) ___________________________ Title_____________________________

Signature_____________________________ Date_____________________________

MATERIALS RECEIVED AT ARCHIVES:

Signature_____________________________ Title_____________________________ Date_______