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## DELTA AIR LINES CORPORATE ARCHIVES TRANSMITTAL FORM

DEPARTMENT REQUESTING TRANSFER

DEPT. NUMBER

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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)

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### 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 \_\_\_\_\_

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### MATERIALS RECEIVED AT ARCHIVES:

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