

Scot M. Faulkner
Chief Administrative Officer

Office of the
Chief Administrative Officer
U.S. House of Representatives
Washington, DC 20515-6860

NOTICE OF INTENT TO SHIP OFFICIAL RECORDS AND PAPERS

To the Chief Administrative Officer of the U.S. House of Representatives

Member _____ Room _____ Phone _____

Staff Contact _____ Room _____ Phone _____

Estimate of Shipment:

Box Size _____ Number of Boxes _____

Will desk and chair be included in this shipment? _____ If so, please furnish Member's permanent forwarding address _____

Where will the shipment be delivered?

Name _____ Phone _____

Street Address _____

City, State, Zip Code _____

Inside Delivery? (If delivery is away from a loading ramp or inside a building, i.e., Room 202 of an office building, please indicate. Details are essential in order to schedule unloading at destination point.) _____ No _____ Yes

If yes, describe

Do you have archived records at Washington National Record Center in Suitland, MD which you want shipped? _____ No _____ Yes If yes, number of boxes _____

Signature of Member