

# Distribution of Standard Form 258, Agreement to Transfer Records to the National Archives of the United States

Agency \_\_\_\_\_

Records Officer \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Date \_\_\_\_\_

Send all Standard Forms 258 to:

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Send Standard Forms 258 to the office/unit that created the records.

Other distribution instructions for Standard Forms 258:

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Please return completed forms to [patrick.weigel@nara.gov](mailto:patrick.weigel@nara.gov) or fax to 206-336-5129.