

Accession No.: \_\_\_\_\_

UNIVERSITY RECORDS CENTER  
251 D.D. Dougherty/262-4040

## RECORDS TRANSFER FORM

**Instructions:**

1. Complete unshaded area of this form only.
2. Prepare a separate form for each records series and a box contents form for each box transferred.
3. Copy records series title, item numbers, and disposition instructions from UNC General Schedule.
4. Enter extent (number of boxes) in this transfer.
5. Enter beginning and ending dates of series.
6. Send to University Records Center for processing. Our office will return to your office a reference copy with Accession No. added

<b>Department/Office:</b>	<b>Records Coordinator:</b>		
<b>UNC General Schedule Section (Optional):</b>	<b>Building:</b>		
	<b>Room No.:</b>	<b>Phone No.:</b>	
<b>Records Series Title:</b>		<b>Beg. Date:</b>	<b>Ending Date:</b>
	<b>Item No.:</b>		
	<b>No. of Boxes:</b>		
<b>Disposition Instructions:</b>			

### RECORDS CENTER USE ONLY

<b>Date Accessioned:</b>	<b>Total Retention (yrs):</b>	<b>Initial Disposition:</b>	<b>Date of Disposition:</b>	<b>Inventory:</b>
--------------------------	-------------------------------	-----------------------------	-----------------------------	-------------------

<b>Comments:</b>	<b>Box</b>	<b>of</b>	<b>Location:</b> Floor/Row/Tier/Shelf/Space/Vol