

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, page and item numbers, and disposition instructions from Records 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

Department/Office:	Records Coordinator:		
Records Schedule:	Building:		
	Room No.:	Phone No.:	
Records Series Title:	Page No.:	Beg. Date:	Ending Date:
	Item No.:		
	No. of Boxes:		
Disposition Instructions:			

RECORDS CENTER USE ONLY

Date Accessioned:	Total Retention (yrs):	Initial Disposition:	Date of Disposition:	Inventory:
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Comments:	Box	of	Location: Floor/Row/Tier/Shelf/Space/Vol