**Records Transfer Form**

University Archives *and*

Records Management Services

Fill out and save this form, using the template on page two to create a detailed list of the records that you wish to transfer to University Archives. When complete, email the form as an attachment to recman@unc.edu. Once we have reviewed the form we will send it back to you with comments, any necessary changes, and further instructions. **Please do not send this form to us using campus mail.**

|  |
| --- |
| **Name and Department Number of Unit Transferring Records:**  |
| **Name of Person Submitting Form:**  |
|  **Position Title:**  |
|  **Email Address:**  |
|  **Phone:**  |
|  **Campus Box:**  | **Building and Room:**  |
| **Name, Position, and/or Office of Records Creator:**  |  |
| **Brief Description of Records:**  |
| **Inclusive Dates (yyyy - yyyy):**  |
| **Number of Boxes:**  |
| **Does this transfer contain any confidential records?** [ ]  No  [ ]  Yes

|  |
| --- |
| **University Archives Use**  |
| Date Approved for Transfer:  | Approved by (signature): |
| Records Transfer #:  | Collection #:  |
| Date Records Received:  | Received by (signature): |
| Processing Priority:  | Shelf Location:  |

 |

## Detailed List of Records Being Transferred

|  |  |  |
| --- | --- | --- |
| **Box #**Example | Series # from Schedule | Description, Inclusive dates |
| 1 | 1.4, Administrative Records | Dean’s memorandums, 2004  |
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To insert more rows, right click in any cell in the last row of the table, go to Insert,

click on Insert Rows Below, or use Copy and Paste to duplicate the entire table.