

DePaul University Archives - Records Transfer Form

1. Place records in boxes according to the Records Transfer Instructions.
2. Complete all fields below, as well as the folder list on page 2. Records received without proper documentation may be refused by the Archives.
3. **Make one copy of all pages and place in Box 1 of records being transferred;** retain a copy for your own records.
4. Arrange for physical transfer of the records and notify Special Collections and Archives; (773) 325-7864; archives@depaul.edu.

College, Division, Department, or Office: _____

Records sent by:

Name: _____

Position Title: _____

e-mail address: _____

Phone: _____

Department Location: _____

Brief Description of Records:

Number of Boxes: _____

Date boxes sent to Archives: _____

Disposition Preference – **REQUIRED – records may be rejected if left blank**

If the Archives declines any of the records in this transfer, the Archivist should:

_____ A) Dispose of the records.

_____ B) Notify me at the email address above, and return the records to me.

For University Archives Use

Archives Staff: _____

Date Received: _____

Number of boxes received _____

Accession # _____

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Please provide us with information about your records, as in the examples below. Consult our Records Transfer Instructions for help in preparing your records for transfer.

Box/Folder Nos.	Box/Folder Contents
<i>Box 1</i>	<i>Departmental meeting minutes, 1993-2000; annual reports, 1995-2002</i>