

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.
325-Arrange for physical transfer of the records and notify Special Collections and Archives; (773)325-7864; archives@depaul.edu

College, Division, Department, or Office: Department of Bluedemonology

Records sent by:

Name: John Q. DePaul

Position Title: Professor/Department Chair

e-mail address: jdepaul@depaul.edu

Phone: x51746

Department Location: JTR, 314

Brief Description of Records:

Department of Bluedemonology files that include minutes from department meetings, minutes of strategic planning committee, student survey files, and departmental newsletters.

Number of Boxes: 3

Date boxes sent to Archives: March 1, 2013

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 (16 folders); annual reports, 1995-2002(8 folders)</i>
<i>Box 2</i>	<i>Strategic Planning (see folder listing below)</i>
	<i>Ad Hoc Strategic Planning Committee minutes, April-June 2010</i>
	<i>Ad Hoc Strategic Planning Committee Minutes, July – Sept. 2010</i>
	<i>Ad Hoc Strategic Planning Committee Minutes, Oct. – Dec. 2010</i>
	Survey of department’s graduating seniors (survey questions) - 1995
	Anonymous responses to senior survey (3 folders) - 1995
	Survey data analysis - 1995
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Box 3	Departmental monthly newsletter – 1999-2010 (12 folders)
	Quarterly Alumni newsletter – 2007-2010 (4 folders)