

Records Transfer Request Form

Preparing records for transfer:

- 1) Please **use standard records storage boxes**. Check with the Records Center (ext. 1770) to see if free boxes are available.
 - 2) Boxes should be **labeled** using the labels provided in the 'Forms' section (#15) of your 'Monster' book. Call for help in filling out a label. Use black permanent marker. Please make letters large enough to be read from a distance.
 - 3) Please **do not overfill** the boxes. If you can easily fit your hand among upright files, the box is filled correctly.
 - 4) Only records with the **same retention** should be placed in the same box. Call ext.1776 if you need help identifying a record series.
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Date _____ Department/Phone # _____

Requestor _____ # boxes _____

<u>Records Series Title</u>	<u>Record Series #</u>	<u>Span Dates</u>

Signature _____

For Archives & Records Center Use

Date Approved _____

Date Delivered _____

Stickers Sent _____

Storage # _____ *Shredding #* _____

Your approved request will be returned to you with neon transfer stickers to label the boxes for transfer. Please contact the Maintenance Dept. or the Records Center if you need assistance with transferring your records to the Records Center.