

# 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 \_\_\_\_\_

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

Signature \_\_\_\_\_  
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**For Archives & Records Center Use** **Date Approved** \_\_\_\_\_  
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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