

# Records Transfer Request Form

**Preparing records for transfer:**

- 1) Please use standard records storage boxes.
- 2) Complete the **blank box labels** form on our website using a black permanent marker and make letters large enough to be read from a distance.
- 3) **DO NOT OVERFILL 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.**

**Please contact the Records and Archives Office at ext. 1770 if you need boxes or assistance in identifying a records series or completing the blank box labels.**

Date \_\_\_\_\_ Department/Phone # \_\_\_\_\_

Requestor \_\_\_\_\_ # of boxes \_\_\_\_\_

Records Series Title	Records Series #	Span Dates

Signature \_\_\_\_\_

\*\*\*\*\*

***For Archives & Records Center Use***

Date Approved \_\_\_\_\_

Date Delivered \_\_\_\_\_

Stickers Sent \_\_\_\_\_

Storage # \_\_\_\_\_ Shredding # \_\_\_\_\_

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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 Department or the Records Center if you need assistance with transferring your records to the Records Center.